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MANUAL
OF
RULES AND REGULATIONS

VOLUME 3

EMPLOYMENT

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

A4684

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.

July 6, 1942

Transmittal Letter (Volume III, Employment) No. 5

TO: All State Work Projects Administrators

SUBJECT: Revision of pages 3.2.034, 3.2.035, and 3.6.001, of the Manual

Transmitted herewith are revised pages 3.2.034, 3.2.035, and 3.6.001 of Volume III, Employment, of the Manual.

Revised pages 3.2.034 and 3.2.035 provide for the addition of World War II, which began December 8, 1941, to the list of Wars and Expeditions of the United States.

The revision of these pages supersedes Commissioner's Letter No. 58, issued May 15, 1942.

Revised page 3.6.001 provides that where the amount of lost time to be made up is less than six hours and where the number of employees involved is sufficient to permit efficient operation, employees may be permitted to work 10 hours per day for the purpose of making up such lost time.

F. H. Dryden
Acting Commissioner
of Work Projects

A4684

ATTACHMENT TO TRANSMITTAL LETTER (VOLUME III, EMPLOYMENT) NO. 5

3.2.034	Insert revised page
3.2.035	" " "
3.6.001	" " "

A3628

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O. HUNTER
COMMISSIONER OF WORK PROJECTS

December 30, 1941

Transmittal Letter (Volume III, Employment) No. 1

TO: All State Work Projects Administrators

SUBJECT: Transmittal of Volume III, Employment, of the Manual

Section 1. General Transmitted herewith is Volume III, Employment, of the Manual of the Work Projects Administration.

Submitted as an attachment to this Transmittal Letter is a list of all Operating Procedures, Handbook of Procedures Chapters, Memoranda, General Letters, Commissioner's Letters, Administrative Letters, Community Service Letters, Engineering Letters, Finance Letters, Information Service Letters, Statistical Letters, and Training and Reemployment Letters in active status as of December 15, 1941.

Volume III, Employment sets forth the employment policies of the Work Projects Administration and the regulations governing the project employment activities and responsibilities of the Division of Employment.

In developing Volume III, Employment, provisions of previously issued employment procedures included in Operating Procedure No. E-9, General Letters, Commissioner's Letters, Employment Letters, Community Service Letters, and Memoranda have been incorporated and restated. Revisions and new provisions have been included as noted below.

Section 2. Revisions of Previously Issued Procedure and New Provisions Revisions of regulations and instructions contained in procedures superseded by Volume III, Employment, and new provisions are as follows:

Chapter	Page	Subject
I		General responsibilities of Division of Employment Definition of words and terms

Chapter	Page	Subject
II		Citizenship provisions of Federal Statutes.
		Statement regarding employability has been expanded and made more detailed.
		Certification of persons known to have physical disabilities requiring medical direction and supervision.
		Eligibility of persons returning from private employment.
		Eligibility of an unmarried child who has established separate living arrangements.
		Responsibility of the State Administrator in connection with intake and certification.
		Amount of life insurance a person may possess and still be considered in need.
		Change of regulations governing unemployment compensation.
		Benefit Provisions of Railroad Unemployment Insurance Act.
		Statement regarding ADC and old age assistance has been reworded.
		Requirement for the State manual on eligibility and intake and certification.
		Submission of evidence for persons claiming preference as the unmarried widow of a veteran.
		Persons who may be recertified without referral from the referral agencies are specified.
		Period of ineligibility of an individual who lost private employment through his own fault.

Chapter	Page	Subject
		Review of need of persons seeking reemployment upon return from private employment or review of need for other reasons.
		State Administrator is required to arrange a workable method of controlling reviews.
		Cancellation of certification either by the use of WPA Form 602 or typing or stamping "Certification Canceled" on WPA Form 403.
		The numbers of WPA Forms 416 and 417 have been changed to WPA Forms 611 and 612 respectively and the forms revised.
III		Analysis of available work opportunities.
		Project work opportunities.
		Private or other public work opportunities.
		Classification of project jobs.
		Standard occupational titles for project wage jobs.
		Standard occupational titles for project supervisory jobs.
		Class designation for project supervisory titles.
		Grade designation for project supervisory titles.
		Salaries for project supervisory employees.
		REQUEST FOR APPROVAL OF SUPERVISORY TITLES JOB DESCRIPTIONS, AND SALARIES, WPA Form 414.
		SCHEDULE OF TITLES AND SALARIES FOR PROJECT SUPERVISORY EMPLOYEES, WPA Form 420.
		Travel within official station.
		Classification of occupational qualifications.

Chapter	Page	Subject
		Work history of applicant.
		Determination of work qualified for industry.
		Determination of "work qualified for on WPA" occupation.
		Classification for employment in occupations required for national defense purposes.
		Classification for training in occupations required for national defense purposes.
		Maintenance of occupational classification records on current basis.
IV		General provisions governing selection of persons for assignment.
		Proximity of residences to project.
		Physical condition of persons considered for assignment.
		Special provisions governing assignments to work camps.
		Preference in assignments to projects.
		Oath of allegiance required of project supervisory employees.
		Reassignment of certified persons returning from private or other public employment.
		Reassignment of former employees after period of military service.
		Transfer of employees between project and project units.
		Employment of trainees on household workers' training projects.
		Regulations governing employment of certified persons and project wage employees.
		Requests for and authorization of exemptions from regulations governing employment of certified employees and project wage employees.

Chapter	Page	Subject
		Review of PROJECT PERSONNEL REQUEST, WPA Form 401.
		Requests for noncertified project wage employees.
		NOTICE TO REPORT TO WORK ON PROJECT, WPA Form 402.
		Routing of copies of WPA Form 402.
		Retention of employees on superseding projects.
		Assignments involving two WPA districts.
		Dual assignments.
		Assignments of project supervisory employees to more than one project.
V		Preference in retention in employment.
		Requests by operating divisions for termination of employment.
		Termination due to 18 months' continuous employment.
		Classification of termination actions.
		NOTICE OF TERMINATION OF EMPLOYMENT, WPA Form 403.
VI		Standard hours of work for project wage employees.
		Absence from project.
		Allowable makeup time.
		Exemption from regulations governing hours of work for project wage employees.
		Hours of work of project supervisory and special nonsupervisory employees.
		Schedule of earnings for project wage employees.
		Schedule of earnings for trainees in vocational schools.
		Schedule of earnings for in-plant preemployment trainees.
		General regulations governing earnings of employees.

Chapter	Page	Subject
		Compensation for time lost and expenses incurred by employees testifying as witnesses in judicial proceedings.
		Subsistence deduction for employees domiciled in work camps.
		Maintenance of active SES registration by certified project wage employees.
		Conditions of eligibility as conditions for continued employment.
VII		Employees' right to organize.
		Organizational activities of project supervisory employees.
		Discrimination.
		Fingerprinting of employees.
		Protection of employees under severe weather conditions.
		Responsibilities of project employees.
		Maintenance of discipline and order on projects.
		Collection of private debts.
		Warnings and suspension of project wage employees.
		Presentation and adjustment of grievances.
		Investigation of labor complaints.
		Hearings on labor complaints.
VIII		This chapter consolidates all instructions previously issued on filing procedures.

Section 3. Complete Rescission of Other Procedures. Through the issuance of Volume III, Employment, of the Manual the following procedures are completely superseded and rescinded:

A3628

General Letters Nos. 310, Revised, Supp. No. 2; 314

Commissioner's Letters Nos. 15; 18: 19; 19, Supp. No. 1, Corrected

Community Service Letter No. 44

Memorandum on Employment of Members of Families Receiving Grants or Loans from Farm Security Administration, dated 4-4-40

Memorandum on Proposed Occupational Classification program, dated 6-27-40

Memorandum on Understanding Between Bureau of Employment Security and Work Projects Administration on Registration and Placement of Certified Persons, dated 9-26-40

Memorandum on Employment of Project Supervisory Employees on more than one Official project, dated 11-9-40

Memorandum on the Application of Understanding as to the Registration and Placement of Certified Persons between the Bureau of Employment Security and the Work Projects Administration, dated 11-30-40

Memorandum on Public and Private Employment of Certified Persons, dated 11-30-40

Section 4. Partial Rescission of Other Procedures Through the issuance of Volume III, Employment, of the Manual the following sections or parts of other procedures are hereby superseded or rescinded:

Operating Procedure No. E-9, Sections 1 to 70 inclusive

General Letter No. 321, Sections 1, 2, 3, and 4

" " " 321, Supplement No. 1, Section 3

" " " 325, (Revised), Sections 3, 4, and 5

" " " 327, (Corrected), Section 4

Howard O. Hunter

Howard O. Hunter
Commissioner
of Work Projects

ATTACHMENT

List of Operating Procedures, Handbook of Procedures Chapters, Memoranda, General Letters, Commissioner's Letters, Administrative Letters, Community Service Letters, Employment Letters, Engineering Letters, Finance Letters, Information Service Letters, Statistical Letters, and Training and Reemployment Letters in active status as of December 15, 1941

Section 1. Operating Procedures in Active Status The Operating Procedures in active status as of December 15, 1941

Operating Procedure Number	Operating Procedure Number
F-2A, Sections 1, 3	O-4
F-17, Sections 1, 2, 3 (Modified by Chapter V, Volume IV, Finance)	O-5
G-1 (Section 34 modified by O.P. Mp. O-10)	O-10
G-2	O-11
	O-12
	O-13 (Section 3 incorporated in Chapter V, Volume II)
G-5	O-14
	O-17 Section 4 (par. 3), 5
	O-18

Section 2. Sections of Handbook of Procedures in Active Status The following sections of the Handbook of Procedures are in active status as of December 15, 1941.

Chapter	Section	Modified in Part	Unmodified
II	I	X	
IV	9, 11		X
VI	8 through 11		X
VII	2, 6	X	
VII	3, 4, 7		X
VIII	1, 2, 3	X	
X	1, 2, 3, 8, 23, 34, 35		X
X	4, 5, 6, 7, 17	X	
XVIII	2		X

Section 3. Memoranda in Active Status Following is a list of Memoranda in active status as of December 15, 1941

Subject	Date	Issued by
Suggested Method of Summarizing Data on Encumbrances and Expenditures for the preparation of Forms 157 and 158	2-5-38	Mr. Gill
Purchase of Shovels	1-3-39	Major Harloe
Reference Files for Project Applications Submitted to the Washington Office	8-2-39	Major Harloe
Attendance of State and Regional Staff Members at Conferences and Institutes	8-2-39	Mr. Hunter
Public Law No. 252	8-5-39	Mr. Hunter
Recreation Leaders in U. S. Forest Service Public Organization Camp Area	8-5-39	Mrs. Kerr
Specifications for Window Envelopes Required for Assignment and Termination Notices	8-29-39	Mr. Dort
Circular No. 3301	11-3-39	Colonel Harrington
Instructions for Preparation of Report of Accomplishment, WPA Form 375	11-15-39	Colonel Harrington
Recreation Leaders in National Park Service and State Park Recreation Areas	12-22-39	Mrs. Kerr
WPA Radio Programs	12-28-39	Mr. Hunter
Designating a Block of Unduplicated Numbers in County for NYA Use	1-16-40	Mr. Rauch
Vending Machines in Administrative Buildings	1-24-40	Mr. Dort
Information Service in the Washington Office	2-16-40	Colonel Harrington
Participation by Work Projects Administration in the Food Stamp Plan of the Federal Surplus Commodities Corporation	2-21-40	Mr. Rauch
Administrative Personnel Members of Officers' Reserve Corps	2-28-40	Mr. Dort

Subject	Date	Issued by
Monthly Report on the Number of Days and the Value of Accrued Annual Leave of All Administrative Employees (Modified by Statistical Letter No. 7)	3-4-40	Mr. Gill
Information for the National Resources Planning Board	3-13-40	Mr. Hunter
Compliance with Federal, State, and Local Regulations for Motor Carriers Employed by Project Sponsors in Connection with WPA Projects	4-11-40	Major Harloe
WPA Form 110, Summary Report of Accomplishment Reported on WPA Form 375	6-6-40	Mr. Gill
Instructions for Preparation of Report of Public Participation in WPA Classes and Related Activities, WPA Form 380	6-10-40	Colonel Harrington
Disposition of Proceeds from Vending Machines	6-10-40	Mr. Dort
Instructions for Preparation of Report of Production on Professional and Service Division Projects, WPA Form 381	6-21-40	Colonel Harrington
Production of Concrete Pipe	6-24-40	Colonel Harrington
Joint Statement Concerning Cooperative Functions Pertaining to Vocational Training Project	7-13-40	Mr. Rauch
Road Data Required by Public Roads Administration	7-19-40	Major Harloe
List of Contracts and Awards for the National Defense Program	7-30-40	Mr. Hunter
Fish and Wildlife Service, Department of the Interior	8-3-40	Colonel Leavey
National Archives Circular No. 9, "What Records Shall We Preserve" by Philip C. Brooks	8-26-40	Mr. Dort

Subject	Date	Issued by
Back Pay Awards of the National Labor Relations Board	8-26-40	Mr. Rauch
Retirement Privileges of Employee Having Civil Service Status	9-7-40	Mr. Dort
Supplement No. 1 to Operations Memorandum No. 54 of the Rural Electrification Administration	9-12-40	Colonel Leavey
Transmitting Memorandum from the United States Office of Education	9-13-40	Mr. Rauch
Special Occupations Required for National Defense	9-17-40	Mr. Rauch
Instructions for the Preparation of REPORT ON PUBLIC PARTICIPATION IN WPA SCHOOL LUNCH ACTIVITIES, DPS Form 22	9-30-40	Mr. Hunter
Classification Titles of Appointive Positions	10-4-40	Mr. Dort
Currently Active Occupations Series	10-7-40	Mr. Rauch
Cooperation of the Work Projects Administration in Field Inspections of Procurement Offices	10-10-40	Mr. Hunter
Special Precautions in the Acquisition Storage, Use, and Disposition of Explosives	10-11-40	Colonel Leavey
Vending Machines on Project Sites	10-12-40	Mr. Dort
Information Concerning State and District Offices	10-15-40	Mr. Dort
Release of Civil Service Commission's Regulations Relative to the Interpretation of the Hatch Act	10-21-40	Mr. Hunter
Instructions for Preparation of REPORT OF PUBLIC PARTICIPATION IN WPA RECREATIONAL ACTIVITIES, DPS Form 23, and Instructions for Preparation of SUMMARY OF PUBLIC PARTICIPATION IN WPA RECREATIONAL ACTIVITIES, DSS Form 25	10-23-40	Mr. Hunter

Subject	Date	Issued by
Sponsors' Contributions	10-25-40	Mr. Hunter
Blanket Requisition for Equipment Repair Parts and Other Property Required on Short Notice	10-26-40	Colonel Leavey
Planning for Winter Work on Construction Program	11-1-40	Colonel Leavey
Occupation Deferment of Key Employees Under Selective Training and Service Act	11-2-40	Mr. Hunter
Special Occupations Required for National Defense	11-7-40	Mr. Miller
Currently Active Occupational Series	11-22-40	Mr. Miller
Assignment of Administrative Employees and Project Workers to Duties Which Involve the Handling of Cash	11-29-40	Mr. Hunter
Employment Status of WPA Trainees	12-11-40	Mr. Miller
REPORT OF HOUSEKEEPING AIDE SERVICES ON PROJECTS OPERATED BY THE DIVISION OF PROFESSIONAL AND SERVICE PROJECTS, DPS Form 24	12-20-40	Mr. Hunter
REPORT OF HOUSEHOLD WORKERS' TRAINING ON PROJECTS OPERATED BY THE DIVISION OF PROFESSIONAL AND SERVICE PROJECTS, DPS Form 25	12-21-40	Mr. Hunter
Use of SUPPLY FUND REPORT, WPA Form 724a in the Management of Supply Fund Activities	12-23-40	Mr. Rauch
Currently Active Occupation Series	12-23-40	Mr. Miller
Specifications for Cast Iron Water Pipe to be Purchased from Federal Funds	1-6-41	Mr. Dryden
Communications with ASCAP and BMI	2-4-41	Mr. Rauch
Results of the Monthly Report of Unemployment	3-13-41	Mr. Gill
Attendance of State and Regional Staff Members at Conferences and Institutes	4-10-41	Mr. Hunter
Nation-wide Research Project	6-26-41	Mr. Hunter
Emergency Relief Appropriation Act	7-1-41	Mr. Hunter
Consolidation of Regions 7 and 8	8-7-41	Mr. Duncan
Christmas Mailing	11-21-41	Mr. Edwards
Art Week Reports	11-26-41	Mrs. Kerr
WPA Form 261 (Revised 10-15-41)	11-27-41	Mr. Edwards

Subject	Date	Issued by
List of State Employees Receiving $1200 per Annum or More to be submitted to Congress	12-1-41	Mr. Hunter
Wage Payments Prior to Christmas	12-4-41	Mr. Hunter
Requirements for Proof of American Birth	12-10-41	Mr. Hunter
Federal Works Agency Administrator	12-10-41	Mr. Drydon
Telephone Toll Credit Cards	12-13-41	Mr. Kinnear

Section 4. General Letters in Active Status Following is a list of General Letters in active status as of December 15, 1941.

Number	Number	Number
13	175	213
53	196	219 Modified by Community Service Letter No. 122
130	203	
174	210	
220	294	318 Supp. 2, Revised
228 Revised	301 (Modified by O.P. No. G-2 and this attachment)	318 Supp. 4
228 Revised Supp. 1		318 Supp. 6
228 Revised Supp. 2		318 Supp. 7
230	302	318 Supp. 8
238	304	321
242	308 Revised	321 Supp. 1
251	309 Supp. 1	321 Supp. 2
260	310 Revised, Secs. 9 thru 20	321 Supp. 3
264 Sections 2, 3, 4, 5		322 Revised
267	310 Revised Supp. 1	322 Revised, Supp. 1
267 Supp. 1	311	324
272 Second Revision	312	325 Revised
277	312 Supp. 1	327 Secs. 1,3,4 (Sec. 4, Modified by Vol. III)
281	313 Revised	
281 Supp. 1	318	
281 Supp. 2	318 Supp.1	329
289	318 Supp. 2, Appendix A (Modified by Supp. 8) and Appendix B	329 Supp. 1
290 (Modified by this attachment)		330
291 Revised (Modified by Chapter 5, Volume II)		330 Supp. 1
		330 Supp. 2
		330 Supp. 3
		331
		331 Supp. 1
		331 Supp. 2
		331 Supp. 3

Section 5. Commissioner's Letters in Active Status Following is a list of Commissioner's Letters in active status as of December 15, 1941.

Number	Number	Number
1	16	34
2	17	35
2 Supp. 1	18 Supp. 1	36

Number	Number	Number
2 Supp. 2	20	37
3	21	38
4 (Modified by Engineering Letter No. 13)	22	
	23	
5	24	
7	25	
8	26	
8 Supp. 1	27	
9	27 Supp. 1	
10	28	
11	29	
11 Supp. 1	29 Supp. 1	
12	30	
13	31	
14	32 Revised	
	33	

Section 6. Administrative Letters in Active Status Following is a list of Administrative Letters in active status as of December 15, 1941.

Number	Number
4	13
7 Revised	14
7 Revised, Supp. No. 1	15
7 Revised, Supp. No. 2	16
8 (Supplemented by A.L. No. 12)	17
9	18
10	
11	
12	

Section 7. Community Service Letters in Active Status Following is a list of Community Service Letters in active status as of December 15, 1941.

Number	Number	Number
1	83	110 Supp. 1
22	85	111
29 (Corrected)	86	112
33	89	113
34	90	113 Supp. 1
45	91	113 Supp. 2
50	92	115
53	93	116
55	94	117
59	97	118
62	99	119
63 Revised	100	120
64	101	121
68	102	123
69	103	124
70	104	125

Number	Number	Number
71	105	126
72	108	127
80	109	128
81	110	129
82		130

Section 8. Employment Letters in Active Status Following is a list of Employment Letters in active status as of December 15, 1941.

Number	Number	Number
1	9	18
2	10	19
3	12	20
4	13	21
5	14	22
6	15	23
7	16	24
8	17	25

Section 9. Engineering Letters in Active Status Following is a list of Engineering Letters in active status as of December 15, 1941

Number	Number	Number
3	8 Supp. 1	16 Supp. 2
4	9	16 Supp. 3
4 Supp. 1	10	17
5 Supp. 1	11	18
6	12	19
6 Supp. 1	13	20
6 Supp. 2	14	21
7 (Secs. 1, 2, and 4 Superseded by C. L. No. 29)	15	22
8	16	23
	16 Supp. 1	

Safety Series

Number	Number
1	3
2	4

Section 10. Finance Letters in Active Status

Following is a list of Finance Letters in active status as of December 15, 1941.

Number	Number	Compensation Series	
		Number	Number
1	14		
1 Supp. 1	15		
1 Supp. 2	16	1	11
3 Supp. 1	18 (Supp. by F.L. No. 21)	2	12
5	18 Supp. 1	3	13
6	20 (Modified by F.L. No. 22	4	14
7	revised)	5	15
9	20 Supp. 1 (Modified by F. L.	6	16
11	No. 22 Revised)	7	17
12	21	8	18
12 Supp. 1	22 Revised	9	19
12 Supp. 2	22 Revised, Supp. 1 and Supp. 2	10	
13	23		

Section 11. Information Service Letters in Active Status

Following is a list of Information Service Letters in active status as of December 15, 1941.

Number	Number	Number
6	116	187
7	122	188
8	126	192
9	140	195
21	145	196
24	154	198
26	157	199
28	159	200
60	160	201
68	164	205
69	165	206
95	168	207
97	179	208
89	180	209
99	181	210
108	182	212

Section 12. Statistical Letters in Active Status Following is a list of Statistical Letters in active status as of December 15, 1941

Number	Number	Number
1	5 Supp. 2	12
1 Supp. 3	7	14
3 Revised	8	15
4	11	15 Supp. 1
5.	11 Supp. 1	16

Number	Number	Number
17	21 Supp. 2	31
18	21 Supp. 4	32
19	22	33
19 Supp. 1	22 Supp. 1	34
20	23	35
20 Supp. 1	25	36
21	30	37
21 Supp. 1	30 Supp. 1	

Section 13. Training and Reemployment Letters in Active Status Following is a list of Training and Reemployment Letters in active status as of December 15, 1941.

Number	Number	Number
1	4	7
2	5	
3	6	

Section 14. Inactive Procedures Following is a list of procedures which have become inactive since the issuance of Transmittal Letter (Volume II, Project Planning and Operation) No. 4, dated March 8, 1941. The list also shows the reason for the inactive status.

Handbook of Procedures	Superseded by
Chapter V, Section 1	Chapter 4, Volume I, of the Manual
Chapter X, Sections 28,29,30,31	Chapter 5, Volume II, of the Manual
Operating Procedures	
E-9	Volume III of the Manual
F-44	Chapter 9, Volume II, of the Manual
General Letters	
26, 86	Chapter 5, Volume II, of the Manual

General Letters (Continued)	Superseded by
151	Operating Procedure No. G-5
106, 181, 214, 320, 323, 323 Supp. 1, 326, 328	Lapsed
275, 275 Supp. 1	Commissioner's Letter No. 8
306	Operating Procedure G-2
310 Section 4, 310 Supp. 2, 314	Volume III of the Manual
319, 319 Supp. 1,2,3,4,5	Commissioner's Letter No. 37
324	Community Service Letter No. 136
Commissioner's Letters	
6	Commissioner's Letter No. 12
15, 18, 19, 19 Supp. 1 corrected	Volume III of the Manual
32	Commissioner's Letter No. 32, Revised
Finance Letters	
2, 4, 10, 19	Lapsed
3, 8, 17	Volume IV of the Manual
Engineering Letters	
1, 2, 2 Supp. 1	General Letter 318, Supp. 8
5	Engineering Letter No. 5, Supp. 1
7 Supps. 1 and 2	Commissioner's Letter No. 39
Administrative Letters	
1, 2, 3, 6	Lapsed
5	Chapter 6, Volume I, of the Manual

Community Service Letters

2,4,5,6,7,11,12,15,16,17,18,19,20,21, 23,24,25,26,27,28,30,31,32,35,36,37, 38,39,40,41,42,43,46,47,48,49,51,52, 54,57,58,60,61,65,66,67,73,73,Supp.1, 74,75,76,77,78,79,84,87,88,95,96,98,106	Lapsed
8	Chapter 9, Volume II, of the Manual
13	Chapter 5, Volume II, of the Manual
44	Volume III of the Manual
56	Technical Circular No. 5, Vol. II, Research and Records
3,9,10,14,107,114	Operating Procedure No. G-5
122	Telegram from Mr. Dryden, dated 11-5-41

Memoranda

Reemployment of Central Supply Fund for Encumbrances made for the Purchase of Textiles and Materials, dated 7-11-38	Volume IV of the Manual
Discontinuance of WPA Operations in Certain Areas, dated 7-24-39	Lapsed
Cooperation with Antitrust Division, Department of Justice, dated 9-13-39	Lapsed
Technical Instructions for the Microfilming of Records in the Custody of the Work Projects Administration, dated 1-6-40	Administrative Letter No. 9
Employment of Members of Families Receiving Grants or Loans from the Farm Security Administration on Workers Service Projects of the Work Projects Administration, dated 4-4-40	Volume III of the Manual

Memoranda (Continued)	Superseded by
Surplus Property Circular Issued by the Procurement Division, Treasury Department, dated 4-26-40	Lapsed
Supporting Data Required with all Project Applications, dated 5-25-40	Operating Procedure No. G-2
Promptness in Reports Concerning General Letter No. 280, dated 5-28-40	Lapsed
Correction in Tentative Class Specification Manual, dated 6-15-40	Lapsed
Proposed Occupational Classification Program, dated 6-27-40	Lapsed
Specifications for Cast Iron Water Pipe, dated 7-9-40	Memorandum dated 1-6-41
Transmittal of Statement of President Issued September 6, 1939, and Release from the Department of Justice dated June 11, 1940, dated 7-15-40	Chapter 4, Volume I, of the Manual
List of Contracts and Awards for the National Defense Program, dated 7-30-40	Lapsed
Administrative Changes in the Division of Statistics, dated 8-7-40	Lapsed
Projects of the Navy Department, dated 8-10-40	Lapsed
Certification of National Defense Projects, dated 8-12-40	Lapsed
The United States Employment Service Dictionary of Occupational Titles, dated 8-24-40	Lapsed
Transmitting Manual for Occupational Classifiers, dated 9-3-40	Employment Letter No. 8

Memoranda (Continued)	Superseded by
Report on Expenditures Made on Emergency Disaster Projects, dated 9-4-40	Lapsed
Certification of National Defense Projects Supplemental List, dated 9-10-40	Lapsed
Understanding Between Bureau of Employment Security and Work Projects Administration on Registration and Placement of Certified persons, dated 9-26-40	Volume III of the Manual
Certification of National Defense Projects, Supplemental List, dated 9-26-40	Lapsed
Special Precautions in the Acquisition, Storage, Use and Disposition of Explosives, dated 10-11-40	Chapter 5, Volume II of the Manual
Rental of Furniture and Office Equipment, dated 10-11-40	Lapsed
Submission of Mailing Lists for Volume II, Project Planning and Operation, of the Manual, dated 10-15-40	Lapsed
Instructions for Preparation of REPORT ON SELECTED ACTIVITIES OF PROFESSIONAL AND SERVICE DIVISION, DSS Form 24, dated 10-16-40	Lapsed
Specification for Liquid Fungicide, dated 10-2-40	Safety Letter No. 2
Certification of National Defense Projects, Supplemental List, dated 10-22-40	Lapsed

Memoranda (Continued)	Superseded by
Revised Civil Aeronautics Authority Memorandum Concerning the Purchase of Airport Lighting Equipment for Use on WPA Projects for Civil Airports, dated 10-26-40	Lapsed
Employment of Project Supervisory Employees on more than one Official Project, dated 11-9-40	Volume III of the Manual
DSS Form 29, QUARTERLY SUMMARY OF WORK COMPLETED ON PROJECTS OPERATED BY THE DIVISION OF PROFESSIONAL AND SERVICE PROJECTS, dated 11-22-40	Lapsed
Report on State-wide Allocation of the $25,000,000 Special Non Labor Authorization, dated 11-23-40	Lapsed
Private and Public Employment of Certified Persons, dated 11-30-40	Volume III
Application of Understanding as to the Registration and Placement of Certified Persons Between the Bureau of Employment Security and the Work Projects Administration, dated 11-30-40	Volume III
Identification of Automotive Equipment, dated 12-9-40	Chapter 10, Volume II, of the Manual
Establishment of "Commissioner's Letter" and "Employment Letter" series, dated 1-8-41	Lapsed
Change of Name of Division of Professional and Service Projects, dated 1-23-41	Lapsed
Transmittal Releases from the United States Office of Education, dated 1-31-41	Lapsed
Administrative Changes, dated 3-21-41	Lapsed

Memoranda (Continued)	Superseded by
Summary Report of Administrative Personnel Terminated or Transferred to Projects (October 1, 1940 to March 31, 1941), dated 3-20-41	Lapsed
Distribution of Reprints from McCalls, dated 3-21-41	Lapsed
Appointment of Miss Selene Gifford as Director of Intake and Certification, dated 3-24-41	Lapsed
Administrative Within-Grade Increases, dated 4-10-41	Superseded by Administrative Letter No. 12
Appointment of Mr. Robert MacDougall as Assistant Commissioner, dated 4-29-41	Lapsed
Administrative Change, dated 6-14-41	Lapsed
Correction on Engineering Letter, Safety Series No. 2, dated 6-28-41	Lapsed
American Legion Convention, dated 7-17-41	Lapsed
National Convention of Army and Navy Union, dated 8-12-41	Lapsed
Connecticut Work Projects Administration, dated 8-12-41	Lapsed
Resignations of Mr. Corrington Gill and Mr. Dallas Dort, dated 9-15-41	Lapsed
WPA Participation in Civilian Defense Work, dated 11-5-41	Lapsed
Thanksgiving Day, dated 11-12-41	Lapsed
Statistical Letter Numbers	
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FEDERAL WORKS AGENCY

WORK PROJECTS ADMINISTRATION

U.S. [Manual of rules and regulations]

VOLUME III
EMPLOYMENT

[1937]

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Chapter I

FUNCTIONS OF THE DIVISION OF EMPLOYMENT

Volume 3, Employment, sets forth the employment policies of the Work Projects Administration and the regulations governing the project employment activities and responsibilities of the Division of Employment. The regulations prescribed in this volume apply to all persons assigned to projects financed with funds appropriated for the Work Projects Administration. Instructions relating to the general responsibilities of the Division of Employment are set forth in this chapter. Instructions relating to eligibility and certification, occupational classification, assignment, conditions of employment, terminations, labor relations, and filing are set forth in the following chapters and appendices.

General Responsibilities of Division of Employment

Responsibilities of Division of Employment.

The Division of Employment is charged with the responsibility of effectuating the employment regulations governing the Work Projects Administration as required by and to carry out the purposes of the Emergency Relief Appropriation Act. The Division of Employment is functionally responsible for the determination of eligibility and certification of persons in need of employment; the determination and maintenance of occupational classification records of eligible persons; the distribution and maintenance of employment quotas; the earnings and hours of work of assigned employees; the assignment, reassignment, and termination of eligible persons; and the labor policies of the Work Projects Administration.

Administrative organization of State and District Divisions of Employment and specific responsibilities of the Intake and Certification Section and the Assignment and Labor Relations Section are set forth in volume 1 of this Manual.

3.1.001

Definition of Terms

Definitions.

Allowable make-up time refers to that portion of a project wage employee's *lost* time on his scheduled workdays which he is permitted under specified conditions to "make up."

Awaiting assignment shall mean the status of a person who has been certified and is considered to be available for assignment.

Biweekly pay roll period shall mean 14 consecutive calendar days beginning with the first day of a biweekly period.

Cancellation is the revocation of the certification of an individual or a family.

Cash income means recurrent benefits in cash usually proceeding from labor, business, or property.

Certification is acceptance, after examination by the appropriate WPA official, of the referral by the referral agency of a person or family as in need and eligible for project employment.

Certified person is a person who has been accepted by the Work Projects Administration as in need and eligible for project employment.

Day—for the purposes of these regulations the use of the term "day" shall be understood as a calendar day.

Employee is a person paid out of project funds who is employed on a project or projects by the authority of the issuance of a WPA Form 402.

Federal agency project (transfer of WPA funds) is a work project under the jurisdiction of another Federal agency financed by a transfer of WPA funds.

4-week fiscal period shall mean 28 consecutive calendar days consisting of 2 biweekly pay roll periods.

Income in kind is a recurrent benefit which, though in the form of goods, is usually measurable in cash and which proceeds from labor, business, or property. A few examples of income in kind are rent of an apartment received in return for supervision of an apartment building; groceries received regularly in return for work performed for a grocer; dairy products received regularly as rent for a farm or as a return for services performed.

Initial assignment shall mean an assignment of a person for whom there is no record of previous employment on WPA projects in the active files in the district office of the Division of Employment.

Job description includes (1) the title of the job, (2) a statement of the duties and responsibilities of the job, (3) examples of work to be performed, including a list of typical tasks, and (4) minimum qualifications intended to reflect the importance, difficulty, and responsibilities of the job.

Key project shall mean the work project which is designated on the assignment document of a project supervisory employee who performs duties on more than one work project; this project should be the one on which he is to spend the major portion of his time.

Noncertified employee is a person employed by the Work Projects Administration without respect to need.

Nonscheduled working day shall mean a day planned in advance by the operating division for which an employee is not scheduled to work.

Occupational title shall mean the term established by the Work Projects Administration for use on the WPA program to describe in short the work or phase of work involved in a particular position or job.

Priority member is the person in a family group certified as eligible for employment.

Project supervisory employee is an employee assigned to a project or the supply fund, except special nonsupervisory employees and appointive employees charged to the supply fund, and except project wage employees, whose responsibilities involve *solely* the immediate supervision or direction of work performance, including periodic reports on progress, costs, and timekeeping on one or more official projects. This term also includes an employee whose responsibilities involve in addition thereto planning the program for and directing a single State-wide project.

Project wage employee is an employee paid from WPA funds by means of a pay roll payment in accordance with the established schedule of monthly earnings, including such employees whose earnings may differ from such schedule due to making up allowable lost time or in case of an emergency (1) involving the public welfare, or (2) to protect work already done on the project.

Referral for certification purposes is the submission by an approved referral agency of a determination that a family or person is in need and eligible for employment, with data necessary to substantiate the determination.

Review of need is the reinvestigation of the need and eligibility of a certified person for project employment.

Scheduled working day shall mean a day or portion thereof for which project work is planned in advance by the operating division for employment of an employee.

Special nonsupervisory employee is an employee assigned to the Supply Section at an authorized title for which a special wage has been established.

Special titles is the name given to that group of titles authorized by the Assistant Commissioner in charge of the Division of Employment upon request of the State Administrator in those instances in which none of the standard titles may properly be applied.

Standard titles (project supervisory and project wage) is the name given to the group of job titles as authorized in this volume and elsewhere.[1]

Transfer indicates that the employee is being moved from one project to another without a break in service.

Week as used in this Manual shall be employed as referring to the first or second 7 consecutive days of a biweekly pay roll period.

[1]See appendix A, items 1-1 and 1-2.

Chapter 2

ELIGIBILITY AND CERTIFICATION

PART I. REGULATIONS GOVERNING ELIGIBILITY FOR EMPLOYMENT

Requisites of Eligibility for Employment.

Requisites of eligibility for employment on projects financed with funds appropriated to the Work Projects Administration are prescribed (1) in the Emergency Relief Appropriation Acts, and (2) in regulations formulated by the Commissioner of Work Projects to carry out the purposes of the acts. These requisites of eligibility are set forth in this part, together with instructions relating to procedures to be followed to insure compliance therewith. Additional requisites of eligibility for certification of need for WPA employment are set forth on pages 3.2.015-3.2.028.

Need for Employment

Need for Employment.

The purpose of the Emergency Relief Appropriation Act is to provide work for employable needy persons on useful public projects in the United States and in its Territories and possessions.

—Requisite of Eligibility.

Except as otherwise provided in this volume, no person shall be eligible for employment as a project employee unless such person has been certified as in need of such employment.

Instructions relating to the procedure for certification of need for employment are set forth on pages 3.2.029-3.2.046.

Citizenship and Allegiance Requirements

Citizenship Requirements.

Only persons who are citizens of or owe allegiance to the United States, and who execute affidavits of such citizenship or allegiance, are eligible for employment with funds appropriated to the Work Projects Administration.

The fact that the normal priority worker is an alien shall not preclude the eligibility of another member of the family who is a citizen of or owes permanent allegiance to the United States and who is otherwise eligible for employment.

—WPA Form 610.

Instructions relating to the execution of affidavits of citizenship on *Citizenship and Allegiance Affidavit*, WPA Form 610, are set forth on pages 3.2.007-3.2.008.

—Nationality Act of 1940.

Section 503 of the Nationality Act of 1940 (54 Stat. 1137) provides a remedy to any person who claims a right or privilege as a national of the United States to test in the Federal courts the denial of any such right or privilege by any department or agency, or executive official thereof, upon the ground that he is not a national. Where a person who believes himself to be a citizen of or to owe permanent allegiance to the United States is refused employment because sufficient doubt as to his citizenship or allegiance is raised, he should be advised that this remedy is available to him and that if he wishes to use it the Administration will furnish pertinent information to the court.

—Citizenship Provisions of Federal Statutes.

Provisions of Federal statutes relating to United States citizenship are outlined in the following subsections. The term "United States" when used in the subsections below in a geographical sense means the continental United States, Alaska, Hawaii, Puerto Rico, and the Virgin Islands.

— —By Birth.

Citizenship by Birth.—United States citizenship is acquired by birth, irrespective of race (except to any parents who at the time of such birth were foreign diplomatic officers or foreign sovereigns), as follows:

1. In any one of the 48 States, in any incorporated territory which subsequently became a State, in the District of Columbia, or in any other Federal territory inside the limits of the 48 States.
2. In Alaska on or after June 20, 1867.
3. In Hawaii on or after August 12, 1898.
4. In the Virgin Islands of the United States on or after January 17, 1917.
5. In the Canal Zone on or after February 26, 1904, to parents one or both of whom were at the time of such birth citizens of the United States.
6. In the Republic of Panama on or after February 26, 1904, to parents one or both of whom were at the time of such birth citizens of the United States employed by the Government of the United States or by the Panama Railroad Company.
7. In Puerto Rico on or after March 2, 1917, to parents who were Spanish subjects residing in Puerto Rico on April 11, 1899, and who did not elect to preserve their allegiance to the Crown of Spain or their political status as citizens only of Puerto Rico and who were citizens of Puerto Rico on March 2, 1917.
8. In Puerto Rico on or after June 27, 1934, by persons who were not at birth citizens, subjects, or nationals of any foreign power.
9. Outside the limits of the United States, before May 24, 1934, to a father who at the time of such birth was a citizen of the United States who had previously resided in the United States.

10. Outside the limits of the United States, on or after May 24, 1934, to parents both of whom at the time of such birth were citizens of the United States and one of whom prior to such birth had resided in the United States.

11. Outside the limits of the United States, on or after May 24, 1934, to parents one of whom at the time of such birth was a citizen of the United States who prior to such birth had resided in the United States, provided that citizenship shall cease if the child so born (a) fails to come to the United States and reside therein for at least 5 years continuously immediately preceding his or her eighteenth birthday, and (b) fails within 6 months after his or her twenty-first birthday to take an oath of allegiance to the United States as prescribed by the Immigration and Naturalization Service.

— —By Law.

Citizenship Conferred by Law.—United States citizenship is conferred by law upon the following persons:

1. All Spanish subjects residing in Puerto Rico on April 11, 1899, who did not elect to preserve their allegiance to the Crown of Spain, and their children born subsequent thereto, who were citizens of Puerto Rico on March 2, 1917, and who did not elect to preserve their political status as citizens only of Puerto Rico.

2. All persons born in Puerto Rico on or after April 11, 1899, who were not on June 27, 1934, citizens, subjects, or nationals of any foreign power or residing permanently abroad as citizens or subjects of a foreign power, and who had not prior to June 27, 1934, renounced or lost United States citizenship under the treaties or laws of the United States.

3. All natives of Puerto Rico who were temporarily absent therefrom on April 11, 1899, who thereafter returned, who on March 2, 1917, permanently resided therein and were not citizens of any foreign country, and who did not elect to preserve the political status which they had on March 2, 1917.

4. All persons who were citizens of the Republic of Hawaii on August 12, 1898.

5. All former Danish citizens who, having resided in the Virgin Islands of the United States on January 17, 1917, resided on February 25, 1927, in those islands or in the continental United States or Puerto Rico, and who did not elect to preserve their Danish citizenship or who, having elected to preserve such citizenship, later renounced such election.

6. All natives of the Virgin Islands of the United States who, having resided on January 17, 1917, in the Virgin Islands of the United States, resided on February 25, 1927, in those islands or in the continental United States or Puerto Rico and were not citizens or subjects of any foreign country, or who, having resided on January 17, 1917, in the continental United States, resided on February 25, 1927, in the Virgin Islands of the United States and were not citizens of any foreign country.

7. All natives of the Virgin Islands of the United States who on June 28, 1932, resided in the continental United States, the Virgin Islands of the United States, Puerto Rico, the Canal Zone, or any other insular possession or Territory of the United States and were not citizens or subjects of any foreign country.

— —By Naturalization.

Citizenship by Naturalization.—United States citizenship may be acquired by naturalization; but a person who, being an alien, has applied for naturalization does not become a citizen of the United States until he has been finally admitted to citizenship as required by law.

— —By Marriage.

Citizenship by Marriage.—United States citizenship is acquired, by a woman eligible to naturalization, by marriage before September 22, 1922, to a United States citizen. Since September 22, 1922, the marriage of an alien woman to a citizen of the United States, or the naturalization of an alien husband, does not confer citizenship status upon the woman.

— — —Minor Children.

United States citizenship is acquired by a minor child whose mother acquired United States citizenship before September 22, 1922, by marriage to a United States citizen, either (1) upon such marriage if the minor child then resided permanently in the United States or (2) upon the admission of the child to the United States for permanent residence before he or she reached the age of 21 years.

— —By Naturalization of Husband or Parent.

Acquisition of Citizenship Through Naturalization of Husband or Parent.—United States citizenship is acquired as a result of the naturalization of a husband or parent as follows:

1. By a woman eligible to naturalization, upon the naturalization before September 22, 1922, of her husband.
2. By a minor child whose mother acquired United States citizenship before September 22, 1922, through the naturalization of her husband, either (a) upon such acquisition of United States citizenship by the mother if the minor child then resided permanently in the United States or (b) upon the admission of the child to the United States for permanent residence before he or she reached the age of 21 years.
3. Before May 24, 1934, by a child whose father (or mother if she had the sole legal custody of the child) was naturalized or resumed United States citizenship before the child reached the age of 21 years, either (a) upon such naturalization or resumption of citizenship if the child then resided permanently in the United States or (b) upon the admission of the child to the United States for permanent residence before he or she reached the age of 21 years.
4. On or after May 24, 1934, by a child who has completed 5 years' permanent residence in the United States, having begun to reside in the United States before he or she reached the age of 16 years, and one of whose parents was naturalized or resumed United States citizenship before the child reached the age of 21 years, either (a) upon such naturalization or resumption of citizenship or (b) upon the completion of such 5 years' residence, whichever occurred last.
5. By a child born of alien parents both of whom or the survivor of whom was naturalized before the child reached the age of 21 years, either (a) upon the naturalization of both parents or of the survivor if the child then resided permanently in the United States or (b) upon the admission of the child to the United States for permanent residence before he or she reached the age of 21 years.
6. By a child, born of parents one of whom was then an alien and one a United States Citizen, whose alien parent was naturalized before the child reached the age of 21 years, either (a) upon such naturalization if the child then resided permanently in the United States or (b) upon the admission of the child to the United States for permanent residence before he or she reached the age of 21 years.
7. By a child, born of an alien father and of a mother who became a United States citizen before May 24, 1934, whose father was naturalized on or after May 24, 1934, but before the child reached the age of 21 years,

either (a) upon such naturalization if the child then resided permanently in the United States or (b) upon the admission of the child to the United States for permanent residence before he or she reached the age of 21 years.

Provisions for Loss of Citizenship.—United States citizenship is lost (except as provided by law when the United States is at war) as follows: — —Loss of Citizenship.

1. By naturalization in a foreign state in accordance with its laws.
2. By taking an oath of allegiance to a foreign state.
3. By desertion, prior to August 22, 1912, from the military or naval service of the United States, or by leaving the United States, prior to August 22, 1912, to avoid any draft for military or naval service, upon adjudication by a court having lawful jurisdiction, provided that such loss of citizenship has not been mitigated or remitted by the President in accordance with law.
4. By desertion in time of war, after August 22, 1912, from the military or naval service of the United States, or by leaving the United States in time of war, after August 22, 1912, to avoid any draft for military or naval service, upon adjudication by a court having lawful jurisdiction.
5. By formal renunciation, upon marriage to a foreigner, in accordance with the law of the United States.
6. In the case of a woman, by marriage to an alien on or after March 2, 1907, and before September 22, 1922.
7. In the case of a woman, by marriage to an alien ineligible to citizenship on or after March 2, 1907, and before March 3, 1931.
8. In the case of a naturalized citizen, by cancellation of naturalization by order of a court having jurisdiction in such cases.
9. In the case of a naturalized citizen, by resumption of residence in the country of former citizenship if the United States has by treaty with such country agreed that such resumption of foreign residence shall result in loss of United States citizenship.

Persons born in the Philippine or Wake Islands or on the Island of Guam are classed as persons owing permanent allegiance to the United States. Certain natives of Puerto Rico and the Virgin Islands who have not acquired citizenship through the statutory provisions outlined above are also classed as persons owing permanent allegiance to the United States. — —Persons Owing Allegiance to United States.

The above provisions do not describe all the ways in which United States citizenship may be acquired or lost or all the persons owing permanent allegiance to the United States. Where there is doubt as to the status of a person, inquiry should be made to the nearest local office of the Immigration and Naturalization Service of the Department of Justice. —If Citizenship Is Doubtful.

Prohibition of Employment of Persons Advocating Overthrow of Government by Force or Violence, Communists, and Members of Nazi Bund Organizations

Prohibition of Employment of Communists, etc.

Persons who are Communists or members of Nazi Bund organizations, or who advocate or hold membership in any organization that advocates the overthrow of the Government of the United States by force or violence are not eligible for employment with funds appropriated to the Work Projects Administration.

—Where Normal Priority Person Does Not Execute Affidavit.

Where the normal priority person is unable or refuses to execute the required affidavit on WPA Form 610 because of the provisions of such affidavit regarding Communists, members of Nazi Bund organizations, or persons who advocate overthrow of the Government by force or violence, the priority shall not be changed to another member of the family. The fact that the normal priority person is an alien, however, shall not preclude the eligibility of another member of the family who is a citizen (see page 3.2.002).

Execution of CITIZENSHIP AND ALLEGIANCE AFFIDAVIT, WPA Form 610

WPA Form 610. —Purpose.

To carry out the provisions of the Emergency Relief Appropriation Act, each person who is to be paid a salary or wages from funds appropriated for the Work Projects Administration shall be required to execute *Citizenship and Allegiance Affidavit*, WPA Form 610, certifying (1) to his citizenship status and (2) that he is not a Communist or member of any Nazi Bund organization and does not advocate or hold membership in any organization that advocates the overthrow of the Government of the United States by force or violence.

—Use.

A properly executed affidavit on WPA Form 610 shall be accepted by the State Work Projects Administration as prima facie evidence that the person making the affidavit is a citizen of or owes permanent allegiance to the United States, and that he is not a Communist or member of any Nazi Bund organization and does not advocate or hold membership in any organization that advocates the overthrow of the Government of the United States by force or violence. Instructions relating to the procedure to be follow ed with respect to charges alleging false statements in the execution of WPA Form 610 are set forth on pages 3.7.018-3.7.019.

Federal Works Agency
WPA Form 610

CITIZENSHIP AND ALLEGIANCE AFFIDAVIT

NOTICE
Any person making a false statement in connection with this affidavit may be deemed guilty of a felony and subject to fine and imprisonment as prescribed by law.

_____ (Print name) Identification No._____

_____ (City or town) (State) Case No._____

being an applicant for employment or an employee paid from funds appropriated to the Work Projects Administration, and being first duly sworn, deposes and says:

1. That I am a citizen of the United States.
   That I am not a citizen but owe allegiance to the United States. ☐ ☐ (Check one only.)
2. That I do not and will not advocate and that I am not and will not become a member in any organization that advocates the overthrow of the Government of the United States by force or violence.
3. And further, that I am not an alien, nor a Communist, nor a member of any Nazi Bund organization, and that I will not become a Communist or a member of any Nazi Bund organization during any time I may be paid from funds appropriated to the Work Projects Administration.

WITNESS TO SIGNATURE: (Required only when person signs by mark.)

_____ (Name)
_____ (Address)
_____ (Town)
_____ (Name)
_____ (Address)
_____ (Town)

_____ (Signature of affiant)

Subscribed and sworn to before me, an employee of the Work Projects Administration, designated to administer oaths by Designation No._____ of General Order No. 3, Revised, of the Work Projects Administration, or by an officer having authority to administer oaths.

_____ day of _____, 19___, at _____

_____ (Signature)

_____ (Title and address of person administering oath)

(This form printed in Washington)

—Securing Affidavits.

— —Responsibility.

The Division of Employment shall be responsible for securing properly executed affidavits on WPA Form 610 from all persons who are to be certified as in need of employment and from all noncertified persons who are considered for assignment to projects. Under no circumstances shall a person be assigned to a project until the required affidavit on WPA Form 610 has been properly executed and filed in the Division of Employment. The above instructions shall not be construed, however, as prohibiting mutually agreeable arrangements whereby referral agencies will obtain affidavits on WPA Form 610 from persons referred to the State Work Projects Administration for certification and will transmit such affidavits to the Division of Employment together with the referral for certification.

— —Methods.

Methods of obtaining the required affidavits on WPA Form 610 are outlined in the following subsections. A notation indicating that the affidavit on WPA Form 610 has been executed shall be entered on the *Classification Card*, WPA Form 451.

— — —Persons Being Certified.

Persons Being Certified.—In those States where the referral agency does not assume the responsibility for obtaining affidavits on WPA Form 610 from persons referred for certification, the following are suggested methods for obtaining such affidavits from persons who are to be certified.

1. Where practicable, the person should be requested to report to a designated office of the State Work Projects Administration for the purpose of executing the required affidavit.
2. Where it is not practicable for the person to call at a designated office, a letter should be sent to him, enclosing a copy of WPA Form 610. The person should be instructed to execute the affidavit and notified that he cannot be considered for assignment until the affidavit has been returned to the Division of Employment. The person should be advised in the letter sent to him of those WPA employees who have been authorized to administer the oath required and of qualified State or local officials who have agreed to administer such oaths without charge.

— — —Noncertified Persons.

Noncertified Persons.—It shall be the responsibility of the Division of Employment to obtain WPA Forms 610 for all noncertified persons prior to assignment to work projects. In every case the executed affidavit shall be filed with the Division of Employment before *Notice To Report to Work on Project*, WPA Form 402, is issued.

— —Authority To Administer Oath.

The requirements for the preparation of WPA Form 610 are self-explanatory. In addition to persons authorized by State law to administer oaths, certain WPA employees have been authorized by the Commissioner in General Order No. 3 to administer the oath required in the execution of citizenship and allegiance affidavits. No person authorized to administer such oath shall subscribe as administering officer to the affidavit required to be completed by himself.

— —WPA Form 402 Evidence of Execution.

The completed affidavits on WPA Form 610 shall be retained by the Division of Employment in the person's case folder (see page 3.8.001). The fact that the Division of Employment has issued *Notice To Report to Work on Project*, WPA Form 402, will be accepted by the Division of Finance as evidence that the person assigned has properly executed the required affidavit on WPA Form 610.

— —Administrative and Appointive Personnel.

Completed affidavits on WPA Form 610 for administrative and appointive personnel of the Supply Section shall be retained in the files of the office handling administrative and appointive personnel records. Receipt of a copy of the employee's letter of appointment shall be prima facie evidence that properly executed WPA Form 610 is on file in the office handling administrative and appointive personnel records.

Revised Apr. 24, 1942

Employability Restrictions

Employability. Employability shall be a requisite of eligibility for employment on projects financed with funds appropriated to the Work Projects Administration.

—Age Limitations. No person under the age of 18 years shall be eligible for employment on projects. There shall be no maximum age limitations.

—Responsibility for Determination. The final determination of the employability of a person under consideration for employment on projects shall be the responsibility of the Work Projects Administration. However, referral agencies shall be responsible for reviewing the general employability of persons considered for referral so as to eliminate those obviously unemployable.

—Determination. Employability shall be determined by the ability of a person to perform work for which he is qualified in a satisfactory manner. In general, persons capable of performing work within the range of their experience which does not entail any particular hazard to themselves or to others shall not be excluded from certification because of any physical defect. However, no person whose physical or mental condition is such as to make his employment dangerous to his health or safety or to the health or safety of others shall be eligible for employment on projects.

—Physical Disabilities. Persons suffering from the following permanently handicapping disabilities are not eligible for certification if their education, training, and experience qualify them for manual labor only:

Loss of both arms

Loss or impairment of both hands

Loss or impairment of both legs

Loss or impairment of both feet

Total blindness

Extensive paralysis

When persons are known to be suffering from physical disabilities which require medical direction and supervision to secure continued employability, careful consideration should be given before certification during the period such treatment is required. This may be true of conditions diagnosed as—

Blood pressure over 200

Extensive varicose veins

Malignancy of any vital organ

Tuberculosis in which there is an active process

Venereal disease in its infectious stages

Epilepsy

Diabetes mellitus

Action taken in regard to doubtful cases should be based on records certified to by a competent medical authority.

— —Physical Appraisal of Persons. Persons considered for certification may be given physical appraisal by the State Work Projects Administration in order to reject as unemployable those persons who are physically handicapped to the extent that they cannot perform any work or whose employment in any occupation on a project would be dangerous to their health and safety or the health and safety of other workers.

The above instructions shall not be construed—

1. To operate against the eligibility for employment of physically handicapped persons otherwise eligible for employment when such persons may be safely assigned to work which they can perform.
2. As indicating that referral agencies shall not exercise a responsibility to avoid the referral of persons obviously unemployable; however, referral agencies should not withhold the referral of persons whose normal occupations are not currently being used on projects where such persons are otherwise eligible and would normally be considered as seeking work.

Instructions relating to classification and assignment of persons with physical defects are contained on pages 3.3.028-3.3.029.

Prohibition Against Employment of Persons in Employ of Project Sponsors

Prohibition Against Employment of Persons in Employ of Project Sponsors.

No person who is employed either full time or part time by the sponsor of any project shall be eligible for employment on a project as a WPA employee during the period that he has such full-time or part-time employment with the sponsor.

—Supplementary Wages.

No person shall be employed or continued in employment on a project as a WPA employee who is receiving supplementary wages from the project sponsor for services performed on the project to which such person is assigned as a WPA employee. Upon discovery of such an arrangement, the assignment of such employee shall be terminated or the supplementation by the project sponsor shall be discontinued.

Regulations Requiring Acceptance of Private or Other Public Employment

Regulations Requiring Acceptance of Private and Public Employment.

No person shall be eligible for employment by the Work Projects Administration as a certified employee who refuses a bona fide offer of private or other public employment, whether of a permanent or temporary nature, or who voluntarily leaves private or other public employment for the purposes of obtaining WPA employment, provided—

1. The individual is capable of performing the work involved in such private or other public employment.
2. The wage for such employment is not less than the prevailing wage for such work in the community where the individual resides.
3. Such employment is not in conflict with established union relationships.
4. Such employment provides reasonable working conditions.

—Violators Ineligible for Employment.

Violation of the above regulation by a person seeking certification as in need of WPA employment, by a certified person awaiting assignment, or by a certified project employee shall result in ineligibility of such individual for WPA employment during the period for which such private or other public employment would be available. Where the probable duration of the availability of such person cannot definitely be determined, the period for which the person shall be deemed to be ineligible shall be administratively determined, and in no instance shall such period exceed 90 days.

—Reemployment of Certified Employees.

A certified employee who leaves project employment to accept private or other public employment shall, at the expiration thereof, be entitled to immediate reemployment, provided that his continued employment shall be subject to the following conditions: (1) That he lost such private or public employment through no fault of his own, (2) that he is still in need and otherwise eligible, and (3) that he has drawn all unemployment compensation that shall have accrued to him during his other employment and which benefits are available to him. This provision shall be applicable only to those persons who left project employment for the purpose of accepting private or other public employment within 6 months prior to application for reemployment.

Instructions relating to the redetermination of eligibility of a person seeking reemployment after a period of private or other public employment are set forth on page 3.2.041.

—Posting at Project Sites.

In order that all project employees may know of the policy of the Work Projects Administration with respect to the subject matter of this section, the regulations prescribed herein shall be posted on the project bulletin board at each project site (see page 2.5.031).

Revised Mar. 23, 1942

Family Group Employment Limitation

Employment Limited to One Member of a Family Group.

Not more than one member of a family group shall be employed on projects of the Work Projects Administration. The term "family group" as used herein shall mean any group of persons residing under the same roof who constitute an economic and social unit, usually consisting of a husband and wife and their unmarried children, but often including other persons related to each other by blood or marriage. However, where two or more distinct family groups are living in a single household for economic reasons, the fact that there is relationship by blood or marriage between such groups shall not be construed as preventing the employment of a member of each natural family unit if other eligibility requirements are met.

—Unmarried Child With Separate Domicile.

An unmarried child who has established separate living arrangements away from the parental household for the first time within 6 months prior to applying for WPA employment shall not be eligible for employment in addition to another member of the same family group, unless it is established that such separation was made for bona fide reasons.

Prohibition Against Employment in Supervisory Capacity of Persons Engaged in Certain Political Activities

Political Activity Restriction on Supervisory Personnel.

Persons who have actual supervision of any other employee or employees or who are in such positions that by reason thereof they may exercise authority or influence over other employees, irrespective of whether they have actual supervision over the work of any employees, are ineligible for employment by the Work Projects Administration if—

1. Such person is a candidate for any Federal, State, district, county, or municipal office in any primary, general, or special election, or is serving as a campaign manager or assistant thereto for any such candidate.
2. Such person is holding an elective office, the duties of which would necessitate being absent from a WPA position during regular working hours or to which a salary, per diem, or other compensation is attached, provided that under no circumstances shall such person hold any public office through which such person would be involved in political management or political campaigns.
3. Such person is a member of a party committee or party organization, the duties of which are concerned with political management or political campaigns.

Detailed instructions concerning the laws and regulations relating to political activities on the part of WPA employees are set forth on page 1.5.075.

PART II. POLICIES GOVERNING CERTIFICATION OF NEED FOR EMPLOYMENT

Certification Policy.

Certifications of need for employment shall be made by State Work Projects Administrations from among persons determined to be in need and referred to the Work Projects Administration by approved public welfare agencies. Instructions relating to the procedure for referral and certification of persons in need are set forth on pages 3.2.029-3.2.046. Instructions relating to the policies of the Work Projects Administration with respect to (1) standards of certification, (2) registration with State Employment Services affiliated with the Bureau of Employment Security, and (3) the effect on eligibility for certification of the fact that persons are entitled to public benefits or unemployment insurance made available by Federal and State legislation are set forth in this part.

Standards of Referral and Certification

Standards of Referral and Certification.

Policies governing intake and certification are prescribed by the central office and each State Work Projects Administrator shall establish and maintain necessary standards and procedures to assure the uniform application of such policies within the State. Public welfare agencies authorized to refer persons in need to the Work Projects Administration for certification shall be required to comply with such policies and standards and all conditions governing eligibility for certification.

—Review by Regional Director.

The Regional Director, through the Regional Division of Employment, shall review the standards of eligibility for certification established by each State Work Projects Administration in the region. It shall be the continuing responsibility of the Regional Division of Employment to require (1) the maintenance of proper standards of eligibility for certification by each State Administration and (2) the observance of agreements entered into by State Administrations and referral agencies.

—Discrimination Prohibited.

There shall be no discrimination on the part of the referral agency against any person or group of persons who are in need and eligible for employment, and referrals shall not be limited by current assignment opportunities on projects. A policy of requesting referrals only at the time employment opportunities are available shall not be followed. Likewise, persons otherwise eligible shall not be withheld from referral or refused certification because legal settlement or residence has not been established within the State or political subdivision thereof. However, persons who move into a State or political subdivision thereof for the purpose of obtaining WPA employment shall not be eligible for certification. This is not to be interpreted so as to refuse referral and certification to persons otherwise eligible who migrate in order to secure private employment.

— —Persons Not Legal Residents of State.

—Eligibility Requirement.

For those persons otherwise eligible for employment, need, employability, and registration with the State Employment Service shall be the only requirements in determining eligibility for certification. Need for employment shall be considered as existent where the income of a family or unattached individual is insufficient to provide a reasonable subsistence compatible with decency and health.

—Determination of Need.

In determining need, State Administrations shall be guided by the following policies and regulations of the Work Projects Administration:

— —Persons Not on Relief Rolls.

1. Persons whose names have not heretofore been placed on relief rolls and who are in need and otherwise eligible for employment shall be eligible for certification in the same manner as persons who have actually been receiving relief.

— —CCC Income.

2. Income received by a family as the result of the employment of a member thereof with the Civilian Conservation Corps shall be treated as a family resource.

— —Earnings of NYA Work Project Employee.

3. The earnings of a member of a family who is employed on an NYA project in accordance with the NYA schedule of monthly earnings for youth employees shall not be considered as a family resource. However, the needs of such a youth employee shall not be considered in computing the budgetary needs of the family with respect to such items as food, clothing, and medical care.

— —NYA Student Aid.

4. Income received by a youth member of a family from the National Youth Administration as student aid shall not be considered as a family resource, and the usual needs of such youth shall be computed in the family budget irrespective of such income.

— —Disability Compensation.

5. Permanent partial disability awards of the United States Employees Compensation Commission to injured project wage employees shall not be considered as income for the purpose of determining need or relative need.

— —Military Pay.

6. Only that part of the base pay which actually is contributed by a member of a family who has been ordered or inducted into active military service shall be considered in connection with other income in determining need.

— —Life Insurance.

7. Straight life insurance held by the head of the family, the face value of which does not exceed $1,500, shall be left in force and the policy holder shall not be required to borrow on it nor cash it. (This maximum may be raised if the general standards of relief and public assistance in the State justify such action.) Policies of greater value shall be considered on an individual basis according to the age and responsibilities of the insured person, the health conditions in the family, and related factors. Limited amounts of life insurance held by other members of the family may also be left in force.

Any cash or loan value, determined after competent advice has been secured, in excess of these allowances should be considered as savings. However, such a resource shall not render a person ineligible on a needs basis unless the amount exceeds a 3-month budget for the family plus an amount sufficient to pay the premium(s) for 2 years.

— —Veterans.

8. The Emergency Relief Appropriation Act establishes certain minimum standards of need for veterans, wives of unemployable veterans, and unmarried widows of veterans by requiring that such persons shall be certified if the total income from all sources in the family is less than the amount he or she would earn on a project.

For the purpose of effectuating this provision when a veteran, the wife of an unemployable veteran, or the unmarried widow of a veteran applies for certification for project employment, it shall be assumed that if he or she were assigned to a project they would receive the Unskilled "A" wage. Therefore, if the income in the family is less than the Unskilled "A" wage, the veteran, the unmarried widow of a veteran, or the wife of an unemployable veteran shall be certified even though the income is sufficient to meet the subsistence needs of the family.

The act provides that the need of the veteran groups shall be based on income. Accordingly, resources such as non-income-producing property, life insurance, etc., shall not be considered in determining the need of members of the group. However, resources which are in cash or readily

convertible into cash and which are appreciable in amount, shall be considered. All forms of income, whether in cash or in kind, including disability compensation and earnings of other members of the family group, shall be considered, such earnings to be considered on the same basis as for nonveterans.

Where the income of a veteran, wife of an unemployable veteran, or unmarried widow of a veteran is equal to or greater than the Unskilled "A" wage, eligibility for employment shall be determined on the same basis as for nonveterans.

Registration With State Employment Service and Social Security Board

Registration With State Employment Service.

—Certified Persons.

Active registration with the local employment office of the State Employment Service affiliated with the United States Employment Service Division of the Social Security Board shall be a condition of eligibility for certification and a condition of employment of certified persons on projects. Certified project employees shall be required to renew their registrations periodically with local employment offices of the State Employment Service in accordance with its regulations.

—Noncertified Persons.

Noncertified persons considered for employment on projects shall be required, where necessary, to obtain State employment identification numbers from local employment offices of the State Employment Service, but such persons shall not be required, as a condition of employment, to maintain active registrations with such local employment offices.

—Identification Numbers.

The State Employment Service identification numbers which are assigned to persons upon registration with local employment offices shall be used by State Work Projects Administrations for identification purposes as prescribed. In States where the State Employment Service has discontinued the use of State Employment Service identification numbers and has substituted social security account numbers, the State Administration shall determine from the State Employment Service the last State Employment Service number issued in each county and shall issue identification numbers in the same sequence to certified persons and to noncertified persons employed on projects who were not previously assigned such a number. In such cases the State Administration shall continue the same State and county codes previously used by the State Employment Service, and the numbers assigned by the State Administration shall begin with the number following the last number issued by the State Employment Service. The identification number assigned to each person shall be retained by him regardless of changes in occupational classification or assignments, except where such person changes his county or State residence or has been assigned more than one such identification number through error.

—Persons Seeking Certification.

Registration of Persons Seeking Certification.—No person who is not actively registered with the local employment office of the State Employment Service shall be referred for certification by the referral agency or accepted for certification by the State Work Projects Administration, except in those cases where exceptions to the above regulation have been authorized. The referral agency shall require the person seeking certification and designation as priority person to present proof of active registration with the local employment office. The identification number, if available, together with the data of the person's last renewal of his registration, shall be entered by the referral agency in the spaces provided on the referral document, *Worker's Statement of Family Resources*, WPA Form 605.

—Exception for Temporary Period.

Where the facilities of a local employment office are not adequate to provide convenient service for persons seeking to register and to maintain active registrations, the State Administrator, subject to the specific prior approval of the Assistant Commissioner in charge of the Division of Employment with respect to each such local employment office, may authorize the Intake and Certification Section to accept persons for certification who have not registered or who are not actively registered with the local employment office, provided a standard procedure is established to have the priority member register or renew his registration within a reasonable time following certification. Requests to the Assistant Commissioner for such approval shall describe the

procedure to be followed to insure registration or renewal of registration within a reasonable time following certification. Where such approval is granted by the Assistant Commissioner, the State Administration, when necessary, shall obtain a block of State Employment Service identification numbers from the local employment office, for use by the Intake and Certification Section for the assignment of identification numbers to persons accepted for certification who have not registered with the local employment office.

—Notice of Requirement.

Persons accepted for certification shall be advised by the Intake and Certification Section in the notice of certification of the regulation requiring the maintenance of active registration with the State employment service (see page 3.2.038).

Registration With Social Security Board.

A person seeking certification as in need of WPA employment should be required to obtain a social security account number from the Social Security Board only if his qualifications lend probability to his employment in the reasonably near future in occupations covered by the Social Security Act. However, all persons referred to defense training projects and all persons included in the Defense Industries Register shall be required to obtain account numbers. Registration for such account numbers may be made at field offices of the Social Security Board. In those cases in which account numbers are secured, they shall be entered on the employment records of the State Work Projects Administrations.

Revised Mar. 23, 1942

Eligibility for Certification of Persons Entitled to Unemployment Compensation

Certification Eligibility of Persons Entitled to Unemployment Compensation.

In general, persons eligible for unemployment compensation benefits under the Social Security Act and related State legislation shall not be eligible for certification as in need of WPA employment during the required waiting period and during the period in which such unemployment compensation benefits are payable, if the benefits are actually available during such period. However, in those States in which the State unemployment compensation law permits a person to earn waiting period credits while employed on projects, persons eligible for benefits may be employed during the waiting period.

Eligibility for unemployment compensation does not render a veteran, the wife of an unemployable veteran, or the unmarried widow of a veteran ineligible for certification and assignment if the amount of the benefit plus any additional income in the family is less than the Unskilled "A" wage, (see page 3.2.016).

Persons eligible for benefits equal to or less than 75 percent of the Unskilled "A" wage applicable to the area in which they reside may be certified if they elect not to claim such benefits during their employment on a project.

In no case is it expected that a person will receive project employment and unemployment compensation benefits concurrently. Where a person is permitted to choose between project employment and unemployment compensation benefits, he should be informed by the referral agency or by the Work Projects Administration that if he is receiving benefits at the time he accepts an assignment, he should advise the compensation agency of his employment. This information may be given him in the form of a notice mailed with the copy of WPA Form 402.

—Local Procedure.

Each State Work Projects Administration shall be responsible for devising local procedures and cooperative arrangements with other agencies concerned to insure compliance with the above regulation. Such procedures and arrangements normally should provide for the necessary determinations and verifications to be made by the referral agency, except as provided on page 3.2.041 with respect to the recertification of persons after a period of private or public employment, illness, termination of project supervisory employment, or induction into military service.

Eligibility for Certification of Persons Entitled to Railroad Unemployment Insurance

Certification Eligibility of Persons Entitled to Railroad Unemployment Insurance.

Persons eligible for unemployment insurance under the Railroad Unemployment Insurance Act shall not be eligible for certification as in need of WPA employment in any benefit year in which they qualify for benefits except (1) after the date on which they exhausted their benefit rights in a benefit year, and (2) during a period in which they are disqualified for benefits under the Railroad Unemployment Insurance Act.

—Provisions of Railroad Unemployment Insurance Act.

Railroad unemployment insurance under the Railroad Unemployment Insurance Act is administered by the Railroad Retirement Board. The act is applicable to the following persons:

— —Classes of Employees Affected.

1. Employees of express and sleeping-car companies and carriers by railroad.
2. Employees of railroad associations, traffic associations, traffic bureaus, demurrage bureaus, weighing and inspection bureaus, collection agencies, and other associations, bureaus, agencies, or organizations controlled and maintained wholly or principally by two or more employers engaged in the performance of services in connection with or incidental to railroad transportation.
3. Employees of railway labor organizations, national in scope and organized in accordance with the provisions of the Railway Labor Act, their State and national legislative committees, their general committees, insurance departments, and before July 1, 1940, local lodges and divisions.

Instructions relating to the benefits available under the Railroad Unemployment Insurance Act and to determining whether a person is eligible for such benefits are set forth in the following subsections.

— —Benefits.

— —Earnings Requirement.

Benefit Provisions of Railroad Unemployment Insurance Act.—Persons who earned $150 or more during 1938 or a subsequent calendar year in the types of employment covered by the Railroad Unemployment Insurance Act are entitled to unemployment insurance benefits under the act during subsequent benefit years. The calendar year during which unemployment insurance benefits accrue is designated as the base year. The benefit year for each base year is the 12-month period beginning with the following July 1; e.g., the benefit year for the base year 1939 is the period July 1, 1940, through June 30, 1941.

— — —When Payable.

Unemployment insurance benefits are payable to qualified employees for each day of unemployment in excess of 4 days in a registration period. Before benefits can be paid on this basis, however, an employee must have one registration period in the benefit year containing 7 or more days of unemployment. Benefits are paid for this period on the basis of the number of days of unemployment in excess of 7 days. Thus each employee must have, in each benefit year, one registration period containing 7 or more days of unemployment before any benefits can be paid to him. (A registration period is a period of 14 consecutive days, except that it may contain fewer days if the employee changes his place of registration.) WPA employment is not construed as unemployment within the meaning of the provision requiring such registration period containing 7 days of unemployment, and accordingly persons entitled to benefits shall not be eligible for certification during such registration period.

— — —Rates.

The maximum number of days of unemployment in a benefit year for which a qualified employee may draw benefits is 100. The shortest period of time in which benefits for 100 days of unemployment can be paid is approximately 5 months. At the end of a benefit year no further benefits are payable to an employee, even though he has not exhausted the maximum payable to him, unless

he earned $150 in employment covered by the Railroad Unemployment Insurance Act in the next base year. Daily benefit rates and maximum benefits are computed in accordance with the formula which will be reproduced in 1941 on *Certificate of Service Months and Wages*, Form BA-6, one of the forms used by the Railroad Retirement Board in Administering the act (see below). The certificates of service months and wages now in the hands of railroad employees show the formula used before the act was amended. The following benefit formula becomes effective on November 1, 1940.

Base year wages	*Daily benefit rate*	*Maximum benefits*
$150 to $199.99	$1.75	$175
200 to 474.99	2.00	200
475 to 749.99	2.25	225
750 to 999.99	2.50	250
1,000 to 1,299.99	3.00	300
1,300 to 1,599.99	3.50	350
1,600 to 3,600.00	4.00	400

— — —Other Requirements.

Other Requirements of the Act.—In order to receive benefits, an employee must be able to work and be available for work and must register in accordance with the regulations of the Board. No day on which an employee earns remuneration can be counted as a day of unemployment. An employee may be disqualified for receiving benefits for various lengths of time for various reasons. For example, he may be disqualified for 30 days if he fails to accept an offer of suitable work without good cause, or if he fails to apply for work when instructed to do so by the employment service of the Board, or if he leaves work voluntarily without good cause; and for 75 days if he knowingly makes a fraudulent statement in order to obtain benefits.

—Forms Used.

Determination of Eligibility.—The following forms are used by the Railroad Retirement Board in administering the Railroad Unemployment Insurance Act and normally will provide the State Work Projects Administration and referral agency with the information necessary to determine an individual's eligibility for benefits under the act.

— —Form BA-6.

Certificate of Service Months and Wages, Form BA-6.—Before July 1 of each year, the Railroad Retirement Board sends this form to each person who had employment covered by the act during the preceding base (calendar) year. The form states the individual's name, social security number, and the amount of his earnings during the base year. Information relating to the benefits available under the act also is provided on this form.

Upon submitting a claim for benefits to the Railroad Retirement Board, the individual surrenders this certificate and is furnished with either (1) a letter advising him that he is not eligible for any benefits or (2) one or both of the forms listed below.

— —Form UI-2.

Certificate of Benefits Rights, Form UI-2.—Upon filing a claim for benefits under the act, and upon determination that there are benefits due the claimant, this form is issued to the individual. The form indicates the eligibility of the individual and states the daily benefit rate and the maximum amount of benefits payable to the individual during the benefit year in question.

— —Form UI-10.

Statement of Benefits Account, Form UI-10.—An individual who is receiving benefits under the act is sent this form with each benefit payment. The form states the benefits due the individual and the balance due subsequent to the payment with which the form is received.

—Submission of Inquiries.

In cases where a person's work record indicates presumptive eligibility for insurance benefits under the Railroad Unemployment Insurance Act, inquiry may be made of the appropriate regional office of the Railroad Retirement Board as to such person's eligibility and the amount of the benefits which may be due him. The regional offices of the Board will answer such specific inquiries as to whether a particular person is eligible for benefits, but its administrative processes will not permit the furnishing of lists of persons receiving benefits.

— —Suggested Form.

The following form is suggested for use in submitting inquiries to the regional offices of the Railroad Retirement Board. It is necessary that each such inquiry state the person's social security number in order that he may be identified in the Railroad Retirement Board's files.

Suggested Inquiry Form

To: Regional Director, Region _____ Date _____
Railroad Retirement Board
(Address)

Subject: _____ _____
Name of person Social security number

_____
Address

With respect to the subject person, whose need for WPA employment is under consideration, it will be appreciated if you will furnish this office the following information:

1. Is he eligible for insurance benefits under the Railroad Unemployment Insurance Act? Yes ☐ No ☐

2. If "yes," please indicate the maximum benefits due:

_____ _____
Maximum benefits due Benefit year(s)

(Signed) _____

(WPA title) _____

(Address) _____

The above information is furnished pursuant to your request.

(Signed) _____
Regional Director, Railroad Retirement Board

Inquiries shall be submitted to the appropriate regional director of the Railroad Retirement Board in duplicate. One copy containing the information requested will be returned by the regional director.

— —Regional Offices of Railroad Retirement Board.

The addresses of the regional offices of the Railroad Retirement Board and the territories covered by each region are set forth below. The boundaries of the various regions are determined largely by railroad division points, and it shall be noted that the regions do not in every case coincide with the boundary lines of political subdivisions. Where more than one regional office appears to have jurisdiction within a State, the State Work Projects Administration shall communicate with each such regional office to determine the extent of its jurisdiction in the State.

(1) Boston—the New England States; (2) New York City—New York, New Jersey, Pennsylvania east of Pittsburgh, Delaware, Maryland, small section of northeastern West Virginia, the Cape Charles Peninsula of Virginia;

(3) Cleveland—Pennsylvania (Pittsburgh and west), Ohio, Michigan, western half of West Virginia, northeastern and central Kentucky; (4) Chicago—Indiana, Illinois, Iowa (except southwestern corner), southern and northeastern Wisconsin, southwestern Kentucky; (5) Richmond—District of Columbia, Virginia (except for minor area in southwest), southeastern West Virginia, North Carolina (except southwestern portion), eastern South Carolina; (6) Atlanta—Georgia, Florida, Mississippi, Alabama, Tennessee, western South Carolina, western North Carolina, extreme southwest of Virginia, southern Kentucky; (7) Minneapolis—Minnesota, North Dakota, South Dakota, (except section in southwest), eastern Montana, northwestern Wisconsin; (8) Kansas City, Mo.—Missouri, Oklahoma (except tip of panhandle), Arkansas (except southwestern corner), Kansas (except extreme west), eastern half of Nebraska, southwest corner of Iowa, small area of southern South Dakota; (9) Dallas—Louisiana, Texas, southwest corner of Arkansas, southern and eastern New Mexico, small area of southeastern Arizona; (10) Denver—Colorado, Wyoming, Utah, western Nebraska, extreme west of Kansas, southwestern South Dakota, southern Idaho, southeast corner of Oregon, northeast corner of Nevada, northern half of Arizona, northern and western New Mexico, tip of Oklahoma Panhandle; (11) Seattle—Washington, northern Idaho, western half of Montana, Oregon (except for extreme south and west); (12) San Francisco—California, Nevada (except northeast portion), south segment of Oregon, southern Arizona, small southwestern part of New Mexico.

Federal Old-Age and Survivors Insurance Under Social Security Act

Persons Eligible for Old-Age or Survivors Insurance.

—Eligibility for Employment.

The fact that a member of a family is eligible for or actually receiving income from Federal old-age or survivors insurance under title II of the Social Security Act shall not in itself preclude the eligibility of such person or family for certification as in need of WPA employment. In determining eligibility for certification or in classifying certified persons according to relative need, such insurance shall be considered in the same manner as any other income.

—Submission of Inquiries.

The field offices of the Bureau of Old-Age and Survivors Insurance of the Social Security Board will answer inquiries as to whether a particular person is eligible for or receiving old-age or survivors insurance. While such field offices are not authorized to furnish lists of persons receiving such insurance benefits, they may, even though a specific inquiry has not been made, advise the State Work Projects Administration of the award of insurance benefits to persons who are known to the field office to be currently certified for or actually receiving WPA employment.

In cases where the information is not furnished by the referral agency, State Work Projects Administrations shall follow the procedure outlined in the subsections below (1) in determining presumptive eligibility for old-age or survivors insurance, and (2) in the submission of specific requests for information regarding such eligibility. A qualified employee of the Intake and Certification Section of each District Division of Employment shall be charged with the responsibility of reviewing each request for information regarding eligibility for old-age or survivors insurance and of maintaining liaison with the field office(s) of the Bureau of Old-Age and Survivors Insurance serving the territory under the supervision of the WPA district office.

—Determination of Presumptive Eligibility.

— —Check Sheet.

Determination of Presumptive Eligibility.—Where a person appears to be eligible for old-age or survivors insurance and has not filed a claim therefor, or if he has filed a claim is unable to produce the award or disallowance letter of the Bureau of Old-Age and Survivors Insurance, the State Work Projects Administration shall prepare *Check Sheet for Determining Presumptive Eligibility for Old-Age Insurance* or *Check Sheet for Determining Presumptive Eligibility for Survivors Insurance.*

The Check Sheet is designed to provide the basic information necessary for a determination of presumptive eligibility for old-age or survivors insurance. Upon such determination, the completed Check Sheet shall be submitted to the appropriate field office of the Bureau of Old-Age and Survivors Insurance, together with *Request for Federal Old-Age or Survivors Insurance Information,* WPA Form 609 (see below).

— —WPA Form 609.

Preparation and Submission of REQUEST FOR FEDERAL OLD-AGE OR SURVIVORS INSURANCE INFORMATION, WPA Form 609.—WPA Form 609 shall be prepared in quadruplicate, and the original and first two copies, together with the completed Check Sheet, shall be given to the person concerned for presentation at the field office of the Bureau of Old-Age and Survivors Insurance. If the field office is situated at an inconvenient distance, arrangements may be made for the person to be interviewed by a representative of the field office at an itinerant station. In cases where the itinerant service is maintained on a basis less frequent than weekly, the WPA office may mail the forms directly to the field office of the Bureau of Old-Age and Survivors Insurance, and the field office will arrange to interview the person.

The requirements for the preparation of WPA Form 609 are mostly self-explanatory. The original shall be signed in all cases by the person concerned and by the designated WPA officer in the spaces provided.

If the field office of the Bureau of Old-Age and Survivors Insurance finds that the person is ineligible or declines to file a claim, or that his claim has been adjudicated or is in the process of adjudication, appropriate notations will be made on a copy of the request on WPA Form 609 which will be returned to the WPA district office.

If the claim is in the process of adjudication, the field office will forward the original and one copy of the request on WPA Form 609 to the Bureau of Old-Age and Survivors Insurance, Washington, D. C., which will, upon an adjudication, notify the WPA office direct as to the disposition of the claim by returning the copy of the request with appropriate notations thereon.

In view of the time required to adjudicate a claim for old-age or survivors insurance, WPA district offices shall not follow up on requests for information until at least 60 days after submission of the request to the field office of the Bureau of Old-Age and Survivors Insurance.

Federal Works Agency
WPA Form 609

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

REQUEST FOR FEDERAL OLD-AGE OR SURVIVORS INSURANCE INFORMATION

(Name of insured or presumptive insured) _____ (Social security account No.) _____

(Name of person presumptively eligible—if other than insured) _____ (Identification No.) _____

(Address) _____ (Relationship to insured) _____

Director, Bureau of Old-Age and Survivors Insurance: Date _____

It is requested that information available from your records as to my eligibility for Old-Age or Survivors Insurance be furnished to the office of the Work Projects Administration designated below for use in determining my eligibility for certification for WPA employment.

(Signature of person presumptively eligible) _____

WORK PROJECTS ADMINISTRATION

Date _____

The information requested herein will be used only for the purpose of determining whether the individual concerned is eligible for certification for WPA employment.

Signature _____ Title _____

WPA district office address _____

SOCIAL SECURITY BOARD
Field Office Report

Date _____

The above-named individual has appeared at this office and the following action was taken:

☐ Claim filed: Date _____
☐ Securing additional information
☐ Claimant obviously ineligible for benefits

Signature _____

Date _____

The records of the Bureau of Old-Age and Survivors Insurance, Social Security Board, show that claim was:

ALLOWED

Type of benefit	Initial payment		Regular monthly payments	
	Date paid	Amount	Beginning month	Amount

DISALLOWED

Date disallowed	Reason for disallowance

For Director, Bureau of Old-Age and Survivors Insurance

(This form printed in Washington)

Eligibility for Certification of Persons Receiving Aid From Other Federal Agencies

Certification Eligibility of Persons Receiving Aid From Other Agencies.

The following subsections set forth policies and regulations regarding the eligibility for certification of farmers and of persons eligible for public assistance under the Social Security Act. Each State Work Projects Administration shall be responsible for devising local procedures and cooperative arrangements with other agencies concerned to insure compliance with these regulations. Such procedure and arrangements normally should provide for the necessary determinations and verifications to be made by the referral agency.

—Social Security Act.

Persons to Whom Public Assistance Is Available Under Social Security Act.—Public assistance is available under the Social Security Act in the form of aid to dependent children, old-age assistance, and aid to the blind.

— —Conditions of Eligibility.

Persons eligible for but not receiving such forms of public assistance, if in need and otherwise eligible for employment, shall be eligible for certification, provided—

1. They have the required skill and training which qualify them for WPA employment.
2. The problem in each case is one of unemployment rather than dependency, age, or blindness.

Persons who relinquish old-age assistance or aid to dependent children with the intent of establishing eligibility for certification are not eligible for such certification.

— — —Blind Persons.

The Emergency Relief Appropriation Act provides that a blind person receiving aid under the Social Security Act, as amended, who meets the above conditions shall not be prohibited from temporarily relinquishing such aid to accept employment on a WPA project.

— — —Other Members of Family.

The above regulations shall not be construed as applicable to any member of the family other than the person to whom such public assistance is available. If the family is in need despite the availability of such assistance, then another member who is eligible for employment shall be eligible for certification.

—Farm Security Administration.

Persons Receiving Aid From the Farm Security Administration.—Farmers in rural areas who are in need and otherwise eligible for employment shall be eligible for certification as in need of WPA employment, provided—

1. Such farmers are not active standard loan clients of the Farm Security Administration.
2. Such farmers are not currently receiving emergency grants from the Farm Security Administration.
3. Such farmers do not relinquish the loans or grants with intent to establish eligibility for employment with the Work Projects Administration.

Exemptions to the above regulations may be made in connection with cooperative plans between the Work Projects Administration, the State Public Welfare Agency, and the Farm Security Administration for the granting of WPA employment during periods of inactivity in farm operations.

The Farm Security Administration has formulated the following definitions of active and inactive standard loan cases:

— —Active Loan Case.

Active Loan Case.—Active loan cases of the Farm Security Administration include persons or families who are still actively engaged in farming and for whom a rehabilitation loan has been approved or will be approved during the current year, if loan assistance is needed, and who are receiving farm

and home management supervision and assistance from the Farm Security Administration during the current year.

— —Inactive Loan Case.

Inactive Loan Case.—Inactive loan cases include cases which are no longer receiving or will no longer receive assistance and supervision from the Farm Security Administration except for collection service. In particular, this group includes farmers who have abandoned their farms, those who have had farms repossessed or who have made voluntary reconveyance of their chattels to secure a loan made, and others who have been found to be unsuitable for continuance on rural rehabilitation programs.

PART III. REFERRAL AND CERTIFICATION

Referral and Certification.

The process of referral and certification of persons in need of WPA employment shall consist of three steps, as follows:

1. Determination of need and eligibility for employment by an approved public welfare agency in accordance with the regulations of the Work Projects Administration.
2. Referral to the State Work Projects Administration of each person found in need and otherwise eligible for WPA employment.
3. Examination of the findings of the referral agency and, where eligibility is established, certification by the Intake and Certification Section of the Division of Employment.

—Manual of Certification Procedure.

There shall be prepared by the Division of Employment of each State Work Projects Administration a manual of procedure for certification which shall set forth in adequate detail (1) the policies of the Work Projects Administration governing need and eligibility for employment, including the standards established by the State Work Projects Administrator to assure the uniform application of such policies within the State; (2) the regulation of the Work Projects Administration governing eligibility for employment; (3) the procedure which shall be developed in conjunction with the referral agency for the referral to the State Work Projects Administration by such agency of persons found to be in need and otherwise eligible for certification; and (4) the procedure for required reviews of the need of persons certified. Where such manual refers to policies on eligibility and intake and certification set forth in this volume, such reference shall be in the form of a direct quotation and the quotation shall be clearly indicated as such by the use of asterisks or quotation marks. Each manual shall include a table of contents and, preferably, a subject index. The manual prepared by each State Administration shall be subject to the approval of the Assistant Commissioner in charge of the Division of Employment prior to placing the manual into effect. Such proposed manuals shall be submitted to the Regional Director for transmittal, with his recommendations, to the Assistant Commissioner.

Designation of and Agreement With Referral Agency

Designation of and Agreement With Referral Agency.

It shall be the responsibility of each State Work Projects Administrator to designate a State welfare agency to make determinations of the need and general eligibility of persons seeking certification for WPA employment and to refer eligible persons to the State Work Projects Administration for certification. The designation of such referral agency shall be subject to the prior approval of the Regional Director.

—Written Agreement.

Upon the designation and approval of the referral agency, the State Work Projects Administration and the agency shall execute a written agreement which shall be signed by the State Work Projects Administrator, the head of the referral agency or his duly authorized representative, and the Regional Director. Such agreements shall be renewed or re-executed whenever circumstances warrant. The agreement shall set forth the authorization of the Work Projects Administration and the acceptance of responsibility by the public welfare agency to refer to the State Work Projects Administration persons who are in need and otherwise eligible for employment. The agreement shall provide for the observance by the referral agency of the policies prescribed by the central office and the uniform standards established by the State Administration for determining the eligibility for certification. A sample agreement is set forth below. The sample agreement may be modified in order to provide for special

situations in a State, provided such modifications are consistent with the policies established by the central office. A copy of each agreement shall be submitted by the State Administration to the Assistant Commissioner in charge of the Division of Employment.

Joint Agreement

Between

The Work Projects Administration of (State)

and

The State Public Welfare Agency

It is agreed between the Work Projects Administration of _____ (State) and the State Public Welfare Agency that the latter shall be the official referral agency for Work Projects Administration employment.

The State Public Welfare Agency agrees to take full responsibility for the determination of need of persons for employment by the Work Projects Administration pursuant to the provisions of applicable Emergency Relief Appropriation Acts and in accordance with the provisions of the rules and regulations of the Work Projects Administration.

The Work Projects Administration reserves the right to accept or reject referrals on the basis of the eligibility requirements as set forth in the rules and regulations of the Work Projects Administration.

This agreement may be amended provided such amendments are accepted by both agencies. The agreement shall be subject to termination by either party upon written notification 60 days prior to termination of the agreement.

_____
Commissioner of Public Welfare,
Department of Public Welfare,

_____
Work Projects Administrator of _____

Date _____

_____
Regional Director,
Work Projects Administration

Where no State public welfare agency exists or where satisfactory arrangements cannot be made with an existing welfare agency, the Commissioner of Work Projects may, upon the request of the State Work Projects Administrator and the recommendation of the Regional Director, authorize the State Work Projects Administration to make its own determinations of need for certification of WPA employment.

Referral of Persons for Certification

Referral of Persons for Certification.

It shall be the responsibility of the referral agency to refer to the State Work Projects Administration all families in need and otherwise eligible for certification. An unrestricted flow of referrals shall be maintained, irrespective of the number or type of project work opportunities which are available, and there shall be no discrimination on the part of the referral agency against any person or group of persons in need and eligible for employment. A policy of requesting referrals for WPA certification shall not be followed.

—WPA Form 605. —Use.

Upon determination of the need and eligibility of a family seeking certification as in need of WPA employment, the referral agency shall refer such family to the State Work Projects Administration by means of *Worker's Statement of Family Resources*, WPA Form 605. Instructions relating to the use of WPA Form 605 in the review of need of certified persons are set forth on pages 3.2.042-3.2.043.

— —Preparation.

When WPA Form 605 is used as the referral document, the form shall be prepared in duplicate and the original shall be submitted to the Intake and Certification Section of the District Division of Employment having jurisdiction in the area in which the family resides. The form is designed to provide information as to the need of the family and other necessary information with respect to the member recommended by the referral agency as the priority member.

Instructions relating to the entries required on WPA Form 605 are as follows:

Section 1.—Items to be filled in in this section are in the main self-explanatory. Attention is called to the following points.

On each referral the referral agency shall check "new" if no member of the family group being referred has ever been certified for WPA employment. The referral agency shall check "previously certified" if a member of the family group has ever been certified for WPA employment. If the priority is being changed from the member currently certified to another member of the family group, the referral agency shall check "priority change."

The referral agency shall make no notation in the space for "relative need."

The epace provided for "address" shall be used to show the mailing address of the recommended priority member. When such member lives in a rural area or where the mailing address does not designate this specific place of residence, this space also shall be used to describe fully the actual location of the member's residence.

Under "marital status" indicate marital status of the priority member by the following abbreviations: M—Married; S—Single; D—Divorced; Sep—Separated; W—Widow or widower.

Indicate veterans' status of priority member by checking in the proper box. If the priority member is eligible for veterans' preference, information required should be supplied. In the block under "remarks" enter information establishing veterans' preference status of the veteran, unmarried widow of veteran, or wife of unemployable veteran (see pages 3.2.034-3.2.037).

Section 2.—Spaces are provided in this section of the form for lieting information concerning all members of the family group in the household. (For definition of the term "family group" see pages 3.2.013). There may not be sufficient space for listing each member of the household on a separate line. Therefore, children under 10 years of age may be listed on one line, indicating name and age only.

It is important that the column marked "employable" be filled in for each adult member of the household.

Section 3.—Spaces are provided in this section of the form for furnishing information as to persons in the household other than members of the family group.

Section 4.—The spaces provided in this section of the form shall be used to furnish information relating to recent private or other public employment of the recommended priority member. However, the most recent employment prior to WPA referral shall always be listed regardless of duration of employment. Employment held for longer than one month during the last year or since date of last filed WPA Form 605 should be indicated. Month and year of such employment should be shown.

The spaces provided for information relating to State Employment Service registration shall be used by the referral agency to enter the recommended priority member's usual and secondary

occupations, including industries and date of last registration as determined by the State Employment Service and recorded on the person's registration card.

Findings of the referral agency with respect to the date of possible eligibility for unemployment compensation, railroad unemployment insurance, and old-age and survivor's insurance should be indicated in the space provided. If on the basis of the employment record the referral agency is of the opinion that the person may not be eligible for any of the benefits during the current quarter or during a future quarter, "No" should be written in the appropriate block.

The space entitled "physical condition" shall be used to describe any condition affecting the priority member's employability. Definite statements are required rather than general terms such as "fair" or "average."

Sections 5 and 6.—Self-explanatory.

Section 7.—Enter in this section the amount of income, including cash, self-supplied needs, and resources, available to the family group. In the "remarks" column enter any information required to identify and explain the source, regularity, and amount of income.

Section 8.—Enter in this section, by categories as indicated, the needs of the family, measured by the WPA eligibility budget. Include the full amount allowable in the WPA budget

Federal Works Agency
WPA Form 605
Revised 12-20-41

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

WORKER'S STATEMENT OF FAMILY RESOURCES

Referral:
New ☐
Previously certified ☐
Priority change ☐
Review of need ☐

1. Case name _____ Race _____ Number persons in family _____ Case No. _____ Relative need: A ☐ B ☐

Worker's name _____ Social security No. _____ Identification No. _____

Address and location _____

Male ☐ Female ☐ Marital status _____ Place of birth _____ Veteran's preference: Yes ☐ No ☐

Claim No. _____ Serial No. _____

2. List all members of family in household group (list priority member first) Remarks: _____

Name	Relation to priority member	Sex	Date of birth	Employable	Employed, unemployed, in school, CCC, or NYA (if now employed, list name and address of employer and monthly earnings)

3. Others in household not included above:

Name	Relation to priority member	Sex	Age	Employable	Income	
					Source	Amount contribution
						$

4. Recent employment record of priority member:

Name and address of employer	Type of work	From—	To—	Total earnings	Reason for leaving	Verified
				$		

SES registration date	Usual occupation	Industry	Alternate occupation	Industry

English: Speak ____ Read ____ Write ____ Education (grade completed) _____ Physical condition (describe disability)

Date UCB available	Date RR Ins. available	Date OASI available

(This form printed in Washington)

for each of the items of need regardless of the fact that the family may be supplying a portion of such need (such as home-produced food) by its own efforts.

After completing sections 7 and 8, each of the sections shall be totaled to determine whether a budgetary deficiency exists.

Section 9.—It shall be optional with each State Administration whether a member of the family seeking certification shall be required to sign the referral form.

Section 10.—This space may be used by the referral agency for any comments pertaining to the referral. In any case where the priority member recommended is not the natural head of the family or the usual wage earner an explanation shall be set forth in this space.

5. Assets:

Savings, cash, bank account	In whose name	Name of depository	Amount
			$

Insurance (member) company	Face value	Cash or loan value	Premium

Real estate (describe: include purchase price, mortgage or lien, and present value)

Other (describe)

6. Liabilities:

List	Amount owed	Date due

7. Income:

Source	Amount	Remarks
Income reported in section 2	$	
Rent from property		
Contributions from family members away from home		
Pension or relief (specify):		
Unemployment compensation		
Sale of farm or garden produce		
Self-supplied needs		
Other (specify)		

8. Expenses:

Kind	Needs	Remarks
Food	$	
Rent or payments		
Clothing		
Fuel		
Medical care		
Utilities		
Insurance		
Transportation		
Personal incidental		
Other (specify)		

9. Worker's statement:

I hereby certify that the information listed on this form is a true statement of my situation.

Date _____ Worker's signature _____

10. Comments:

Referral agency	Disposition by WPA	Signature
Relief district	Accepted ☐ Rejected ☐	Title
Signature and title	Continued ☐ Canceled ☐	Date

(This form printed in Washington) *(Back)*

Determination of Veterans' Status

Veterans' Status. —Determination.

In order that preference in employment on projects may be accorded persons entitled to veterans' status, there shall be a determination made with respect to each family certified as to whether the priority member is entitled to veterans' status.

— —Responsibility.

The Intake and Certification Section shall be responsible for determining whether the priority member of a family accepted for certification is entitled to veterans' status. However, arrangements should be made, if possible, to have the referral agency make the determination.

—Persons With Honorable Discharges.

In general, veterans' preference applies only to persons holding discharges issued under honorable conditions. In any case in which the person claiming veterans' preference holds a discharge issued under other than honorable conditions, the case should be referred to the local representative of the Veterans' Administration for determination as to whether the person is entitled to any benefits under laws administered by that agency. If he is entitled to such benefits he is eligible for veterans' preference.

—Discharged Draft Enrollees.

The term "discharged draft enrollee" means a person who was selected under the Selective Service Law in 1917 and 1918, who was called by the local draft board in his county and sent to a military training camp, where he was found to have physical or mental disabilities which prohibited him from being enlisted in the military service, whereupon the proper military authorities issued a "discharge from draft" and returned the person to the place from which he had been sent by the local draft board.

— —With Service-Connected Disability.

The term "discharged draft enrollee with service-connected disability" means those persons defined above who sustained an injury enroute to or while being examined in the camp to which they had been sent and to whom the Federal Government acknowledged liability as a result of such injury. The Veterans' Administration has a complete record of all such cases, although these persons were never inducted into military service and were discharged from the draft.

—Exceptions.

Veterans' status does not apply to persons who performed war service with the armies of other nations or who performed service with other organizations, such as the American Red Cross, the Salvation Army, or the Y. M. C. A., or to discharged draft enrollees except such enrollees with service-connected disabilities.

—Wars and Expeditions of United States.

The major wars and expeditions in which the armed forces of the United States have been engaged since 1897 are as follows:

	Began	*Ended*
Spanish-American War	Apr. 21, 1898	Apr. 11, 1899
Philippine Insurrection	Apr. 12, 1899	July 4, 1902*
Boxer Rebellion	June 20, 1900	May 12, 1901
Cuban Pacification	Oct. 6, 1906	Apr. 1, 1909
Nicaraguan Campaign	July 29, 1912	Nov. 14, 1912
Vera Cruz Expedition	Apr. 21, 1914	Nov. 26, 1914
Punitive Expedition into Mexico	Mar. 15, 1916	Feb. 5, 1917
World War I	Apr. 6, 1917	Nov. 11, 1918†
World War II	Dec. 8, 1941	----------

*With the exception of hostilities in the Moro Province, which terminated July 15, 1903.

†World War service in Russia ended April 1, 1920, and occupation of Germany by American Expeditionary Force terminated January 24, 1923.

— —Actual Participation Required.

With the exception of service during any war, including the World War I, World War II, the Spanish-American War, the Philippine Insurrection, and the Boxer Rebellion, the person upon whose service the claim is based must have actually participated in a campaign or expedition in order to be entitled to veterans' status.

A person claiming veterans' status should be required to submit a copy of discharge or other evidence considered necessary to substantiate the claim.

Each State Work Projects Administrator has been provided with a copy of a reprint from regulations and procedures of the Veterans' Administration entitled "List of Wars, Military Expeditions, Occupations, Campaigns and Other Disturbances in which the United States Army, Navy and Marine Corps Have Participated." This list covers campaigns and expeditions up to 1933 and should be made available to the referral agency for use in determining questions of veterans' status. Claims of veterans' status which cannot be determined by the use of the material contained in the above reprint should be referred to the local representatives of the Veterans' Administration for determination. The referral should give the full name of the person in question, the branch and organization of the service of which he was a member, his serial number, the date of his enlistment and the date of his discharge, his claim number (if any), and a statement of the campaign or expedition in which he engaged and on the basis of which he is claiming veterans' status.

Revised July 6, 1942

Determination of Status of a Woman Claiming To Be the Wife of an Unemployable Veteran or the Unmarried Widow of a Veteran

Determination of Status of Wife or Widow of Veteran.

—Unmarried Widow of Veteran.

A woman claiming status as an unmarried widow of a veteran shall submit evidence that:

1. She was married to a veteran at the time of his death.
2. He is dead.
3. She has not remarried (this may be in the form of a statement on WPA Form 605).

—Wife of Unemployable Veteran.

A woman claiming status as the wife of an unemployable veteran shall submit evidence:

1. That she is married to a veteran.
2. That he is unemployable.

Where an unemployable veteran and his wife are separated but not divorced, the wife, if certified, shall nevertheless be entitled to veterans' status.

—Recipients of Compensation.

Where a woman is receiving compensation as an unmarried widow of a veteran or where her husband is receiving disability compensation from the Veterans' Administration, claims of status as the unmarried widow of a veteran or the wife of an unemployable veteran may be referred to the local representatives of the Veterans' Administration for such information as may be necessary for determination of such status. The referral should give the full name of the person claiming such status, the full name of the veteran upon whose service it is based, his last known address, the branch and organization of the service of which he was a member, his serial number, the date of his discharge, and his claim number.

—Proof of Marriage.

Proof of marriage shall be shown by the best evidence available such as the following:

1. The original certificate of marriage.
2. A duly certified copy of the church record of marriage.
3. A duly certified copy of the public record of marriage.
4. In those States where common-law marriages are valid, an appropriate review of all the evidence submitted in a given case tending to prove such a relationship shall be made and a determination made as to whether, under the laws of the State, a valid common-law marriage exists or existed.

—Proof of Death.

Proof of death of the veteran husband shall be established by the best evidence obtainable, such as follows:

1. By a copy of the public record of the State or community where death occurred, certified to by the custodian of such records; or by a duly certified copy of the coroner's report of death.
2. Where death occurs in a hospital or institution, by a death certificate signed by the medical officer in charge.
3. Where death occurs while deceased was on the retired list in an inactive duty status, or in the active service of the United States Army, United States Navy, United States Marine Corps, or United States Coast Guard, by an official report of death from the War, Navy, or Treasury Department.

Where a woman is claiming status as the wife of an unemployable veteran, the veteran's employability will be determined in accordance with the provisions on pages 3.2.009-3.2.010.

—Undeterminable Cases.

Where the State Administration is unable to determine from the evidence submitted whether or not a woman is an unmarried widow of a veteran of whether or not she is the wife of an unemployable veteran, the case, together with all the pertinent information, should be referred to the Assistant Commissioner in charge of the Division of Employment for final decision.

Certification Procedure

Certification Procedure.

—Responsibility.

The certification of persons as in need of WPA employment shall be the responsibility of the Intake and Certification Section of the Division of Employment. Certifications shall be made only from among persons referred to the State Work Projects Administration by the approved public welfare agency.

—Recertification.

Where it is considered advisable by the State Administration, such referral need not be required for the recertification of a previously certified person, provided such previous certification was canceled within 6 months preceding the date of application for recertification because of employment in a WPA supervisory or appointive capacity, private or other public employment, or illness. Such a policy also may be followed in recertifying persons whose previous certification was canceled because of induction into the military service, provided application for recertification is made within 40 days following termination of such military service.

—Examination of Referrals.

Each referral to the State Work Projects Administration shall be examined by the Intake and Certification Section to determine eligibility for certification.

The referral agency shall be required to furnish all information necessary to establish eligibility for certification.

—Certification of Accepted Referrals.

Certification of Accepted Referral.—Upon acceptance of a referral for certification, an appropriate notation shall be made on the referral form by the Intake and Certification Section. A case folder shall be established (see page 3.8.001). The Intake and Certification Section also shall be responsible for (1) determining relative need and (2) notifying the priority person and the referral agency of certification.

A copy of the *Notice of Certification*, WPA Form 611, to the priority member shall be sent to the referral agency. The notification shall include:

1. A request that the person advise the Division of Employment of any changes in his situation which affect need or eligibility.

2. Instructions relating to the maintenance of active registration with the State Employment Service (see pages 3.2.018-3.2.019).

When a referral is accepted for certification by the Intake and Certification Section, the completed record shall be forwarded to the Assignment Section for occupational classification and preparation of *Classification Card*, WPA Form 451.

—Notification of Change of Priority Member.

Whenever a change of priority member is authorized by the Intake and Certification Section, notice of the change shall be sent to the new priority member and the Intake and Certification Section shall transmit to the new priority member the instructions outlined above which are required to be sent to the designated priority member upon acceptance of a referral for certification (see page 3.2.045).

—Rejection of Referral.

Rejection of Referral.—When a referral by the public welfare agency is rejected by the Intake and Certification Section, notice of the rejection shall be sent to the referral agency and a copy to the referred priority member on *Notice of Rejection of Certification* WPA Form 612. The notice shall set forth a statement of the reason(s) for rejection.

Federal Works Agency
WPA Form 611

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

NOTICE OF CERTIFICATION ACCEPTANCE TO APPLICANT FOR WPA EMPLOYMENT

Date _____

Case name _____

Identification No. _____

Case No. _____

You are hereby notified that your certification for WPA employment has been accepted. This is not a notice to report for work. When there is an opening for you on a project you will receive by mail a notice where and when to report for work. You are urged to continue to make every effort to secure private employment. If you have found work or have not received a notice to report for work with the WPA within 90 days, please notify this office in person or in writing if you are still in need, looking for work, and registered with the State Employment Service.

Notify this office of any change in your address.

Signed _____
INTAKE AND CERTIFICATION SECTION
Division of Employment

Address _____

To applicant *(This form printed in Washington)*

Federal Works Agency
WPA Form 612

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

NOTICE OF REJECTION OF CERTIFICATION

Date _____

Case name _____

WPA has determined that the certification for the person named below cannot be accepted because:

Identification No. _____

Case No. _____

Signed _____
INTAKE AND CERTIFICATION SECTION
Division of Employment

(This form printed in Washington)

Determination of Relative Need

Relative Need.

The Intake and Certification Section of the Division of Employment shall be responsible for determining the relative need of each nonveteran upon certification or recertification and for redetermining relative need of nonveterans upon review of eligibility (see pages 3.2.042-3.2.043).

—Categories.

For the purpose of determining relative need, certified nonveterans shall be classified in one of the following two categories of need:

Category A *First Need Preference.*—Members of families or persons with no income.

No income is to be interpreted to mean no regular wage, in cash or kind, or remittance that is significant in size when compared with the need of a specific family or person.

Category B *Second Need Preference.*—Members of families or persons with income insufficient for maintenance on a subsistence level.

—Classification of Single Nonveterans.

Subject to the prior approval of the Assistant Commissioner in charge of the Division of Employment, single nonveterans without dependents who have no income may be classified in Category B. Requests by State Work Projects Administrators for such approval shall include complete justification therefor and shall be submitted to the Assistant Commissioner in charge of the Division of Employment through the Regional Director. Where such redefinition of the relative need of single nonveterans without dependents and who have no income is approved by the Assistant Commissioner, it shall be on a State-wide basis, applying to all such single nonveterans within the State.

—Consideration of Compensation.

Permanent partial disability awards of the United States Employees' Compensation Commission to injured project wage employees shall not be considered with other income in determining relative need.

—Consideration of Military Service Pay.

Only that part of the base pay which is actually contributed by a member of a family who has been inducted into military service (see page 3.2.016) shall be considered in connection with other income in determining relative need.

Further grades of relative need within the two categories designated above shall not be established.

—Notification of Changes.

It shall be the responsibility of the Intake and Certification Service to notify the Assignment and Labor Relations Section of any change in the status of a certified nonveteran affecting relative need.

Instructions relating to the according of preference in assignments and terminations on the basis of relative need are set forth on page 3.4.006 and 3.5.001 respectively. It shall be noted that relative need shall not be a factor in making terminations except in connection with necessary reductions in project employment.

Revised Mar. 23, 1942

Redetermination of Eligibility After Period of Private, Other Public, WPA Project Supervisory, or Appointive Employment or Illness or Military Service

Recertification After Other Employment, Illness or Military Service.

Exceptions to the policy that certifications and recertifications shall be made only from among persons referred to the State Work Projects Administration by the approved public welfare agency are provided with respect to persons whose certifications were canceled within 6 months preceding the date of application for recertification because of employment in a WPA project supervisory or appointive capacity, private or other public employment, or illness.

Such a policy also may be followed in recertifying persons whose previous certification was canceled because of induction into the military service, provided application for recertification is made within 40 days following termination of such military service.

A person applying for reemployment under such circumstances shall be reinstated or recertified promptly, provided that continuance of certified status in such cases shall be subject to the following conditions:

—Conditions.

1. In the case of a person seeking recertification whose previous certification was canceled because of WPA project supervisory or appointive employment, that he is still in need and otherwise eligible for certification.
2. In the case of a person seeking reemployment after a period of private or other public employment, that he lost such employment through no fault of his own and that he is still in need and otherwise eligible for employment certification.
3. In the case of a person seeking reemployment after a period of illness, that he submits a physician's statement substantiating his claim of incapacity due to illness and that he is still in need and otherwise eligible for employment.
4. In the case of a person seeking reemployment who is returning from military service, that his status as priority member was not assumed by another member of the family during his absence.

—Reassignment.

A certified person who leaves project employment to accept private or other public employment shall, at the expiration thereof, be entitled to immediate reemployment, provided that his continued employment shall be subject to the conditions outlined above. Regulations requiring the acceptance of private and other public employment are set forth on page 3.2.012.

It shall be the responsibility of the Intake and Certification Section to determine in such cases that there has been no violation of any of the applicable conditions. In the case of persons seeking reemployment after a period of private or other public employment, inquiry shall be made of the last employer as to the reason for termination of such employment. If the individual lost such employment through his own fault, he shall be ineligible for employment on projects during the period with respect to which such private or public employment otherwise would have been available to him. However the period of ineligibility for such reason shall never extend beyond 90 days.

Revised Mar. 23, 1942

Review of Need of Certified Employees

Review of Need of Certified Employees.

A review of the need status of each certified family having a member employed on a project shall be made by each State Work Projects Administration during or prior to the twelfth consecutive month of such employment. The information secured in such review shall be recorded on *Worker's Statement of Family Resources*, WPA Form 605. A family found not to be in need shall have its certification canceled and the project employment of its working member terminated.

—Procedure.

Each State Work Projects Administration shall prepare a detailed procedure for conducting the review of need of each certified project employee at least once every 12 months. Such procedure shall be submitted by the State Administrator to the Regional Director and shall be subject to the prior approval of the Regional Director and the Assistant Commissioner in charge of the Division of Employment. Whenever the State Administration proposes to effect a basic change in the approved procedure for conducting the review of need, the proposed change(s) shall be submitted to the Regional Director and shall be subject to the prior approval of the Regional Director and the Assistant Commissioner.

—Cases To Be Reviewed.

Cases To Be Reviewed.—Each certified family having a member employed on a project shall be reviewed, including certified families having members employed on Federal agency projects financed by transfer of WPA funds.

— —Reviews Made for Other Reasons.

Reviews made of the need of certified persons who left WPA project employment for private or other public employment and who are seeking reemployment (see page 3.2.041), or reviews of need made for any other reason, shall be considered as satisfying the regulation requiring review of need at least once every 12 months. In general it will not be necessary to make a review of need of any person within 90 days after the last previous determination of need.

A person leaving WPA project employment voluntarily immediately preceding a scheduled review of need shall not be eligible for reassignment until the need status of his case has been determined by means of a thorough investigation, unless it is established that such voluntary separation from project employment was for the purpose of accepting private or other public employment.

—Method of Controlling Review.

Method of Controlling Review.—Each State Work Projects Administrator shall arrange for a workable method of controlling the review. This may be accomplished by one of the three following methods:

1. By establishing and maintaining a file made up of a control card for each certified project employee. This card will indicate the scheduled review date and the results of the review. From this file a manual selection of the employees to be reviewed can be made.
2. By indicating the scheduled review date in the upper right corner of WPA Form 451 in order that a manual selection of the persons to be reviewed can be made.
3. By a system of tabbing the WPA Forms 451 to indicate the scheduled date of review in order that a manual selection of persons to be reviewed can be made.

— —Use of WPA Form 605.

The review of need of a certified project employee shall include the preparation of *Worker's Statement of Family Resources*, WPA Form 605 (see pages 3.2.031-3.2.033), or a verification of the statements made on the referral document with appropriate notation thereon of findings. Such investigations shall be made as may be necessary to substantiate the existence of need for employment. Information available in the files of the Division of Employment and the referral agency shall be utilized to the fullest extent in making the review.

When it is necessary to have a personal interview with the employee, every effort shall be made to arrange for such interview on a nonscheduled workday. Where it is necessary to interview an employee on the project as part of the review of need, the time required for the interview shall be considered time worked. When it is necessary to have an employee report on a project workday at a central point for interview, project working time lost due to such interview shall be considered allowable lost time. Suitable arrangements shall be made to insure crediting the employee with the proper amount of allowable lost time.

— —Personal Interviews.

The review of need also shall include a redetermination of relative need (see page 3.2.040). However, separations from employment shall not be effected on the basis of such redetermination of relative need except in connection with necessary reductions in project employment.

— —Redetermination of Relative Need.

The procedure developed to govern the conduct of the review of need shall make adequate provision for notification of the Assignment and Labor Relations Section of findings affecting the responsibilities of that Section.

— —Notification of Assignment Section.

The following notice to certified employees regarding the review of need shall be reproduced by each State Work Projects Administration and posted, or otherwise made available, at every project site in a manner which insures that all certified employees will be properly notified of its provisions:

—Notice to Certified Employees.

NOTICE TO CERTIFIED EMPLOYEES

The Emergency Relief Appropriation Act, provides that the Commissioner of the Work Projects Administration shall cause a periodic investigation to be made of the rolls of relief employees on work projects in order to eliminate from the rolls those not in actual need.

In accordance with this provision the Commissioner of Work Projects has arranged for a review to be made of the need of each certified employee at least once every 12 months. The employee's cooperation is requested in making this review and assurance is given that care will be taken to conduct the review in a fair and impartial manner.

The Emergency Relief Appropriation Act, provides that any person who knowingly and with intent to defraud the United States makes any false statement in connection with any application for any work project, employment, or relief aid, shall be deemed guilty of a felony and subject to a fine or imprisoned, or both.

Maintaining Current Eligibility of Awaiting-Assignment Load

Maintaining Eligibility of Awaiting-Assignment Load.

Every effort shall be made by the State Work Projects Administration to maintain the validity and accuracy of the file of certified persons awaiting assignment. It shall be the responsibility of the Intake and Certification Section of the Division of Employment to eliminate from the file all persons who are not currently eligible for certification status or who are not currently available for employment. This regulation shall not be construed as indicating that the referral agency shall not be requested to inform the State Administration currently of conditions affecting the eligibility or availability for employment of a certified person which come to the attention of the referral agency.

—Methods.

Methods which may be used by the referral agency or the Work Projects Administration in maintaining the current eligibility of the awaiting-assignment file are as follows:

1. Cancellation of certification of persons who have been in awaiting-assignment status for 90 days when it has been determined by clearance with the person or the referral agency that the person is no longer in need, seeking employment, or available for assignment.
2. Investigation of complaints.
3. Investigation of failures to report for work.

In addition to the methods outlined above, any other methods consistent with good administrative practice which are adaptable within the State shall be followed.

Notice of Priority Change

Priority changes may be initiated by either the referral agency or the Intake and Certification Section of the Division of Employment. Where circumstances arise which indicate the advisability or necessity of designating a new priority member for a certified case, a justification for the proposed change and information as to the eligibility and status of the proposed priority member shall be recorded and submitted on *Worker's Statement of Family Resources*, WPA Form 605.

When a change of priority member is authorized by the Intake and Certification Section, that Section shall be responsible for notifying the new priority member of the change and for transmitting to the new priority member the instructions required to be sent to the designated priority member upon acceptance of a referral for certification (see page 3.2.038). The Intake and Certification Section also shall be responsible for making or verifying all necessary determinations as to the eligibility of the new priority member, whether he is entitled to veterans' preference, and for obtaining the necessary *Citizenship and Allegiance Affidavit*, WPA Form 610.

NOTICE OF CASE CHANGE, WPA Form 601

Notice of Case Change, WPA Form 601. —Use.

Notice of Case Change, WPA Form 601, is provided for use (1) by the referral agency to recommend changes other than priority changes to the State Work Projects Administration, and (2) by the Intake and Certification Section to report to the Assignment and Labor Relations Section and the referral agency information and case changes other than priority change with respect to certified persons.

WPA Form 601 shall be prepared in duplicate. When prepared by a referral agency, copy No. 1 shall be sent to the Work Projects Administration, Division of Employment. When prepared by the Division of Employment, copy No. 1 shall be sent to the referral agency. Copy No. 2 shall be retained in the files of the initiating agency.

— —By Referral Agency.

Illustrations of the use of WPA Form 601 by the referral agency and by the Intake and Certification Section are outlined in the following subsections:

Use of WPA Form 601 by Referral Agency.

1. *Temporary Unavailability of Worker.*—When the referral agency learns of the illness of the priority member, that the priority member has accepted private or other public employment, or of other circumstances making the member unavailable for assignment, notice of such unavailability shall be transmitted to the State Work Projects Administration. Such notice may include a recommendation for cancellation of certification if there is associated with the unavailability of the member circumstances indicating that the family no longer is in need.

2. *Changes in Need Status.*—The referral agency shall be expected to advise the State Work Projects Administration of changes in the need status of a certified case which indicate that there should be a redetermination of the relative need category or that there is a question as to whether the case is still in need.

In addition to the above, WPA Form 601 shall be used by the referral agency to report to the State Work Projects Administration any changes required in the files of the Intake and Certification Section.

— —By Intake and Certification Section.

Use of WPA Form 601 by Intake and Certification Section.—WPA Form 601 may be used by the Intake and Certification Section to advise the Assignment and Labor Relations Section of (1) change of relative need category, (2) unavailability of priority member for project employment, and (3) other circumstances affecting the case which concern the functionings of the Assignment and Labor Relations Section. A copy of each WPA Form 601 prepared by the Intake and Certification Section shall be sent to the referral agency.

Federal Works Agency
WPA Form 601
Revised 3-23-42

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

NOTICE OF CASE CHANGE

Case name _____ Case No. _____ Identification No. _____

New address _____ Old address _____ Change in need category
A to B _____
B to A _____

Comments: _____

Effective date _____ Signed _____
Title _____

(This form printed in Washington)

Revised Mar. 23, 1942

Cancellation of Certification

Cancellation of Certification.

Certification shall be canceled upon determination that a family is no longer in need, that no person is employable, or that no person is otherwise eligible for employment in accordance with the regulations of the Work Projects Administration. All cancellations of certifications shall be made by the Intake and Certification Section. This regulation shall not be construed, however, as indicating that the referral agency shall not be requested to inform the State Work Projects Administration currently of circumstances affecting the eligibility of a certified person which come to the attention of the referral agency.

—Use of WPA Form 602.

The cancellation of a certification shall be effected by the Intake and Certification Section by the execution of *Notice of Cancellation of Certification of Eligibility*, WPA Form 602, or by typing or stamping "certification canceled" on *Notice of Termination of Employment*, WPA Form 403. Where WPA Form 602 is used, it shall be prepared in triplicate, copy No. 1 to be sent to the certified person, copy No. 2 to the referral agency, and copy No. 3 to be retained in the files of the Division of Employment. Notice of the cancellation shall be routed to the Assignment and Labor Relations Section of the Division of Employment. If a person is currently assigned to a project, his employment status shall be terminated (see chapter 5 of this volume).

—Required Cancellations.

The regulations of the Work Projects Administration require cancellation of certification in the following instances:

1. When the case is no longer in need.
2. When no member of the case is employable.
3. Upon assignment as a project supervisory or appointive employee.
4. When the priority member fails to renew his registration with the State Employment Service (see page 3.6.019.)
5. Eighteen months' continuous employment, when required by the Emergency Relief Appropriation Act (see pages 3.5.003-3.5.005).

These reasons are not all-inclusive, although in general they cover most of the instances where it will be necessary to cancel certification.

Federal Works Agency
WPA Form 602
Revised 12-20-41

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

NOTICE OF CANCELLATION OF CERTIFICATION OF ELIGIBILITY

Date _____

Case name _____

I. D. No. _____

Case No. _____

Your certification for WPA employment has been canceled effective _____ (Date) for the following reasons:

_____

_____

_____

Signed _____

Title _____

(This form printed in Washington)

Revised Mar. 23, 1942

Cancellation of Certification Due to 18 Months' Continuous Employment

Cancellation of Certification.

—18 Months' Employment.

With the exception of cases where the priority member is blind, a veteran, the unmarried widow of a veteran, or the wife of an unemployable veteran, the certification of a case may be canceled under certain circumstances upon the completion by the priority member of 18 months' continuous employment on a project(s) (see page 3.5.003).

Where certification has been canceled due to this regulation, the case shall be ineligible for recertification for a period of 20 days from the date of separation of the assigned member. Upon the expiration of such 20 days, the case is eligible for recertification if it has been referred by the referral agency in accordance with regulations.

Chapter 3

OCCUPATIONAL CLASSIFICATION

PART I. ANALYSES OF AVAILABLE WORK OPPORTUNITIES

Occupational Classification. —Objective.

The objective of the occupational classification function for which the Division of Employment is responsible is the determination and classification of the occupational qualifications of persons under consideration for assignment to projects.

—Classification in Relation to Work Opportunities.

The instructions in this part deal with the responsibility of the Division of Employment for analysis of workers' qualifications (1) for project employment, (2) for private or other public employment, and (3) for vocational training. Other work opportunities to be considered by the Division of Employment in the performance of the occupational classification function are positions on the administrative staff of the State Work Projects Administration and the Supply Section.

For the purposes of this chapter, the term "operating division" shall be construed to include the Division of Finance with respect to timekeeping personnel.

Project Work Opportunities

Project Work Opportunities.

The employment of needy persons on useful public projects at jobs for which they are best qualified by occupational training, experience, and ability is the primary objective of the Work Projects Administration. Among the basic factors in the development and operation of projects are the skills and numbers of certified persons available. In this connection the Division of Employment shall (1) supply the operating divisions with complete information as to the number and skills of available certified persons by geographic area and (2) analyze project work opportunities with the objective of utilizing the occupational capabilities of certified persons to the fullest and most advantageous extent.

—Responsibility of Division of Employment.

—Certified Persons Assigned at "Other Than Qualified" Occupations.

The Division of Employment also shall advise the operating divisions where certified employees are assigned to projects at other than their "Work qualified for on WPA" occupations because of lack of projects requiring such skills, in order that the operating divisions may devise projects or take such steps as will remedy such situations.

—Review of Projects by Division of Employment.

To aid the Division of Employment in the fulfillment of these responsibilities, and to provide for adequate consideration of the available labor supply in the development and initiation of projects, each project shall be subject to review by the Division of Employment (1) at the initiation of the project proposal and (2) prior to release of the project for operation. Instructions relating to such reviews of projects by the Division of Employment are set forth in the following subsections.

— —At Initiation of Project Proposal.

Review of Project at Initiation of Project Proposal.—Each *Project Proposal and Application*, WPA Form 301, will be routed to the Division of Employment for review prior to approval by the State Work Projects Administrator. In reviewing a WPA Form 301, the Division of Employment shall consider the occupational classification requirements and the average number of workers as indicated in columns Nos. 1 and 3 on page 5 of the form, and determine the availability of certified labor in the skills and number required. In considering this factor, the determination of the Division of Employment shall be based on (1) the total amount of labor certified; i.e., the working load as well as the awaiting-assignment load; and (2) the location of the available labor with respect to the proposed project site.

After completing review, the Division of Employment shall fill in item 8 (a) through (d) on page 8 of the form and return all copies to the appropriate operating division.

— —Prior to Release for Operation.

Review of Project Prior to Release for Operation.—When a project or unit of a project has been selected for operation, the operating division will prepare a proposed labor schedule setting forth the amounts of labor, by occupational classification, required by individual months for as many months as can reasonably be planned.

Such proposed labor schedule shall be reviewed jointly by the Division of Employment and the operating division concerned for the purpose of determining the availability of labor as required for efficient project operation. The determination of whether sufficient certified labor is available to meet the requirements of the proposed labor schedule shall be based on (1) the certified persons awaiting assignment and those employed on projects who may be available for assignment to the project or unit under consideration, (2) employment authorizations for the area in which the project is to operate, and (3) public or private employment trends which may affect availability of labor in a particular occupational classification.

It is not intended that the above illustrations shall be construed as all inclusive of the factors to be considered by the Division of Employment and the operating divisions in the review of projects prior to release for operations, but rather as indicative of the responsibilities of the divisions in this connection.

— — —Report of Findings.

Upon completion of the review of a project prior to its being released for operation, the findings of the Division of Employment and the operating division as to the availability of certified labor and other pertinent factors shall be transmitted to the State Director of Employment and the State Director of the appropriate operating division respectively. The report of findings shall include a statement relative to the determination made regarding the advisability of placing the project or unit of a project under operation. This report shall be signed by the representatives of the Division of Employment and the operating division making the review.

Private or Other Public Work Opportunities

Nonproject Work Opportunities.

Detailed information regarding opportunities in private and other public employment is of great importance to the Division of Employment (1) from the standpoint of prospective changes in the volume and characteristics of the certified load; (2) from the standpoint of preparedness to provide information to the Division of Training and Reemployment on the number and skills of persons who may become available for assignment to defense training and for referral to private and other public employment, both defense and nondefense; and (3) for the determination of economic trends.

—Sources of Information.

Information regarding work opportunities shall be gathered by the Division of Employment from all available sources. Such information may be obtained through (1) requisitions and reports from the Division of Training and Reemployment; (2) reviews of local industrial conditions; (3) releases from the central office on occupations, both defense and nondefense, in which opportunities or shortages exist or are likely to exist; and (4) reports from State and local agencies on labor supply and demand.

—Agreements With United States Employment Service.

Each State Work Projects Administration shall be responsible for obtaining written agreements with the United States Employment Service concerning the requirements and methods of registration, comparability of occupational classifications, crediting of WPA work experience in employment service classifications, requirements and methods on renewals of registration, information concerning labor supply and demand, job opportunities, job referrals and placements, intra- and inter-State clearances, job refusals, training policies, and relationships with regional and central labor supply committees.

—Responsibilities of Division of Employment.

The Division of Employment is responsible for the performance of the WPA functions involved in the maintenance of these agreements and relationships with the United States Employment Service:

1. Requirements and methods of registration
2. Comparability of occupational classifications
3. Crediting of WPA work experience in employment service classifications
4. Requirements and methods of renewals of registrations
5. Information concerning labor supply and demand

—Responsibilities of Division of Training and Reemployment.

In the maintenance of these agreements and relationships with the United States Employment Service, the Division of Training and Reemployment is responsible for the performance of the WPA functions involved in:

1. Job opportunities
2. Job referrals and placements
3. Intra- and inter-State clearances
4. Job refusals
5. Training policies
6. Relationships with regional and central labor supply committees

The activities of both divisions in these respects shall be closely coordinated.

Agreements and arrangements for State and local liaison with the United States Employment Service shall be subject to the joint approval of the Assistant Commissioner in charge of the Division of Employment and the Director in charge of the Division of Training and Reemployment.

Revised Apr. 24, 1942

PART II. CLASSIFICATION OF PROJECT JOBS

Classification of Project Jobs.

Standard occupational titles and job specifications for project wage and project supervisory jobs are prescribed for use by State Work Projects Administrations in classifying (1) the types of work required to be performed on projects and (2) persons under consideration for assignment to projects. Standard titles and job specifications for project wage jobs are set forth in the schedule of project wage job specifications.[1] Standard titles and job specifications for project supervisory jobs are set forth in the schedule of project supervisory job specifications.[2]

—Schedule of Project Wage Job Specifications.

—Schedule of Project Supervisory Job Specifications.

—Mandatory Provisions.

The provisions of the schedules of job specifications are mandatory and are applicable to Federal agency projects financed with WPA funds as well as to WPA projects. There may be no exceptions to the provisions of the manuals, nor may any titles be used on projects which are not authorized therein, without the specific prior authorization of the Assistant Commissioner in charge of the Division of Employment.

—Supply Section Personnel.

The schedules of job specifications also shall be applicable to persons assigned to Supply Sections as project wage and project supervisory employees. Standard titles for special nonsupervisory employees required by Supply Sections are set forth on page 3.3.011.

—Application of Schedules.

Instructions relating to the general application of the schedules of job specifications are set forth in this part, together with instructions relating to (1) class and grade designations to be used in conjunction with project supervisory titles and (2) the procedure to be followed to obtain exceptions or additions to the provisions of the schedules.

—Responsibilities of Operating Divisions.

Instructions relating to the responsibilities of the operating divisions with respect to the application of the schedules in (1) the preparation of project proposals, (2) requisitioning workers, and (3) the assignment of duties to project employees are set forth in chapter 8, volume 2.

Standard Occupational Titles for Project Wage Jobs

Standard Occupational Titles for Project Wage Jobs.

Standard occupational titles and job specifications for project wage jobs are set forth in the schedule of project wage job specifications for use by State Work Projects Administrations in classifying (1) the types of work performed on projects by project wage employees and (2) persons considered for assignment to projects as project wage employees. Occupational titles for relatively minor supervisory jobs which may be filled with project wage employees are included in the schedule of project wage job specifications and should not be confused with the project supervisory titles authorized in the schedule of project supervisory job specifications. Before classifying project wage persons for minor supervisory jobs, their qualifications shall be submitted to the appropriate operating division for review and determination in the same manner as prescribed for project supervisory titles (see page 3.3.030).

—Minor Supervisory Jobs.

—Wage Classes Prescribed.

The occupational titles described in the schedule of project wage job specifications are classified therein according to the wage classes prescribed by the Commissioner (see appendix C to volume 1). These wage classes are applied to the occupations described in the schedule of project wage job specifications by taking into account the actual degree of skill, experience, and training required, with supplementary consideration of the elements of hazard, trust, and disagreeable character of the work.

[1] See appendix A, item 3-1.
[2] See appendix A, item 3-2.

—Requests To Use Titles Not Authorized.

Requests for authority to use occupational titles not authorized in the schedule of project wage job specifications, or for the transfer of an occupational title from one wage class to another, shall be submitted in letter form to the Assistant Commissioner in charge of the Division of Employment. A copy of each such request shall be submitted to the Regional Director at the time the original is submitted to the central office, in order to expedite transmittal of the Regional Director's recommendations to the Assistant Commissioner. Requests of this nature from other Federal agencies operating projects financed with WPA funds shall be submitted to the Assistant Commissioner through the appropriate State Work Projects Administrator in the same manner.

— —Job Description.

Each request shall contain complete justification for the addition or transfer proposed. Where request is made for authorization of the use of an occupational title not provided in the schedule, the request shall be supported by a recommended job description prepared in duplicate on a separate sheet(s) of letter-size paper in accordance with the pattern outlined in the schedule of project wage job specifications. Such titles whenever possible shall be taken from the Dictionary of Occupational Titles.

Standard Occupational Titles for Project Supervisory Jobs

Standard Occupational Titles for Project Supervisory Jobs.

Standard occupational titles and job specifications for project supervisory jobs are set forth elsewhere[3] for use by State Work Projects Administrations in classifying (1) the types of work performed on projects by project supervisory employees and (2) persons qualified for assignment to projects as project supervisory employees. Instructions relating to class and grade designations to be used in conjunction with project supervisory titles are set forth elsewhere.[3]

—Changes in Job Specifications.

The job specifications prescribed in the schedule of project supervisory job specifications constitute minimum requirements for the use of the classifications. Such minimum requirements may be raised by the State Work Projects Administrator in any case where considered necessary because of the size or complexity of a project, or for other reasons. Where it is determined in the central office during the course of review of a project application that the specifications set forth in the schedule are not adequate with respect to the supervisory requirements of the project in question, special qualifications may be established for the project supervisory jobs on such project at the time of review.

—Responsibility of State Administrator.

It shall be the responsibility of the State Work Projects Administrator to select from the project supervisory titles authorized in the schedule of project supervisory job specifications and titles authorized as set forth below, those titles which are representative of the project supervisory jobs required to be filled in the State, on Federal agency projects as well as WPA projects, and to issue authorization on *Schedule of Titles and Salaries for Project Supervisory Employees*, WPA Form 420, for the use of the titles selected. Instructions relating to the issuance of such authorizations on WPA Form 420 are set forth on pages 3.3.016-3.3.017.

—Authorization for Special Titles.

Where none of the occupational titles authorized in the schedule of project supervisory job specifications may properly be applied to a project job requiring the services of a project supervisory employee, as in the case of an unusual project involving highly technical features or specially complex operations, the State Work Projects Administrator may request the Assistant Commissioner in charge of the Division of Employment to authorize a special title. Requests for such authorizations shall be submitted to the Assistant Commissioner on *Request for Approval of Supervisory Titles, Job Descriptions, and Salaries*, WPA Form 414, in accordance with the instructions set forth on pages 3.3.013-3.3.014.

—"Technical Consultants."

Requests for authorization of the special title of "Technical Consultant" for project supervisory employees to be assigned for less than 120 hours per 4-week fiscal period will be considered, provided there is additional justification submitted meeting the following conditions:

1. There is need for the services of the technical consultant as a project supervisory employee.
2. Full-time employment is not feasible.
3. Payment for the services of the technical consultant directly by the sponsor is not possible.
4. The technical consultant is not to be compensated by the sponsor for the same or other services.
5. The proposed salary is on a per diem basis.

[3] See appendix A, item 3-2.

6. Designation of the number of hours per day which the technical consultant will be required to work to earn a full per diem payment and the maximum number of days of work anticipated per 4-week fiscal period.

Part-time assignment of such technical consultants shall be on a per diem basis with the number of hours per day entered on the *Notice To Report to Work on Project,* WPA Form 402. On any days during which the number of hours of employment is less than the standard specified for the per diem salary, payment shall be made in proportion to the time actually worked.

Class Designations for Project Supervisory Titles

Class Designations for Project Supervisory Titles.

Class designations shall be used in conjunction with project supervisory titles to represent broad ranges of difficulty and complexity inherent in the various types of projects and to provide for equitable rates of compensation based on such differences.[4]

—Determination of Designation.

The class designation to be applicable to the project supervisory employees on a project shall be determined at the time of the review of the *Project Proposal and Application*, WPA Form 301 (see page 3.3.002). Adjustments may be made by the State Work Projects Administrator subsequent to such determination where warranted by changes in project plans.

—Segregation of Projects.

The segregation of projects of different types for the purpose of applying class designations shall be accomplished by each State Administrator in accordance with the nature of project operations in the State. However, provision should be made for sufficient flexibility to permit shifting a project from its usual class to a more appropriate one where unusual features of difficulty and complexity are encountered. Examples of the segregation of types of projects of the Division of Operations and of the Division of Community Service Programs for the purpose of applying class designations are set forth elsewhere.[4] The job specifications prescribed in the schedule of project supervisory job specifications for the titles with which class designations shall be used in all cases incorporate class designation factors in establishing minimum qualifications for such titles.

[4] See appendix A, item 3-2.

Grade Designations for Project Supervisory Titles

Grade Designations for Project Supervisory Titles.

Grade designations also may be used in conjunction with project supervisory titles to represent differences in supervisory requirements on projects. Where grade designations are used in conjunction with project supervisory titles to which class designations are applied, the purpose of such grade designations shall be to reflect differences in requirements beyond the differences reflected by the class designations.

—Factors To Be Considered.

The factors to be considered in determining grade designations are as follows:

1. Proper relation to salaries paid appointive employees. Salaries of project supervisory employees should not ordinarily exceed the salaries of appointive employees to whom the project supervisory employees are immediately responsible.
2. Degree and difficulty of coordination of project activities, such as the variety of operations supervised, the degree of interdependence of the various operations, difficulty in scheduling operations, and the detail in which instructions are given to subordinates.
3. Extent of supervision and engineering, professional, or technical service required of the supervisory employees by the project(s), after full allowance is made for the amount of such direction or assistance given by other supervisory employees, the sponsor, or administrative employees.
4. Hazards to workers or the public.
5. Amount of money expended per month on work under supervision involved.
6. Number of employees supervised.
7. Minimum number of hours of work required.
8. Useful qualifications of the project supervisory employee above the minimum required.

—Supply Section Employees.

Grade designations also may be used in conjunction with the titles authorized for application to special nonsupervisory employees required by Supply Sections (see page 3.3.011), where necessary to represent differences in prevailing wages with respect to different types and capacities of equipment.

Standard Titles for Special Nonsupervisory Employees Required by Supply Sections

Standard Titles for Supply Section Nonsupervisory Employees.

The titles listed below are authorized for use on Supply Sections, subject to the prior approval of the Assistant Commissioner in charge of the Division of Employment, for the employment of special nonsupervisory employees where it is impracticable to use project wage employees because of the limitations on hours of work and monthly earnings.

Deliveryman
Storekeeper

(Instructions relating to the use of the above titles are set forth on page 2.10.032.)

Construction Equipment Mechanic
Operator of Heavy Equipment:
- Bituminous-Distributor Operator
- Bulldozer Operator
- Carryall-Scraper Operator
- Crane Operator
- Crusher Operator
- Elevating-Grader Operator
- Motor-Patrol Operator
- Paving-Machine Operator
- Power-Shovel Operator
- Roller Operator
- Skiploader Operator
- Ditching-Machine Operator

—"Operator of Heavy Equipment."

The title "Operator of Heavy Equipment" shall not be used without the appropriate identifying subtitle provided above. This title shall be applied only to employees operating equipment owned by the Supply Section and only where it is not practicable to employ such operators as project wage employees. Truck and tractor drivers shall not be assigned as "special nonsupervisory employees."

—Requests for Special Nonsupervisory Titles.

Requests for the approval of proposed special nonsupervisory titles and salaries shall be submitted to the Assistant Commissioner in charge of the Division of Employment on *Request for Approval of Supervisory Titles, Job Descriptions, and Salaries*, WPA Form 414, in accordance with the instructions set forth on pages 3.3.013-3.3.014.

—Administrator's Order for Special Nonsupervisory Titles.

The schedules prepared on WPA Form 420 for special nonsupervisory titles shall be prepared in accordance with the instructions set forth on page 3.3.016.

—Use of Grade Designations.

Class designations shall not be used in connection with special nonsupervisory titles. Grade designations may be used, however, to represent differences in prevailing wages with respect to different types and capacities of equipment.

Revised Apr. 24, 1942

Salaries for Project Supervisory Employees

Salaries for Project Supervisory Employees.

Each State Work Projects Administrator is authorized and directed to establish salaries for project supervisory employees in accordance with the conditions prescribed in this section.

—Recommendation and Approval.

Salaries established by State Administrators for project supervisory employees shall be subject to the prior recommendation of the Regional Director and the prior approval of the Assistant Commissioner in charge of the Division of Employment.

Salaries shall be established by the State Administrator at rates comparable to those customarily paid for similar work.[5]

—Computation.

Salary payments ordinarily shall be computed on the basis of 28 days in service status per 4-week fiscal period, with payments for both scheduled and nonscheduled workdays and with deductions only for voluntary absences during scheduled work hours (see page 3.6.013).

—Minimum Salary.

The lowest salary established ordinarily should not be less than $80 per 4-week fiscal period, since supervisory duties not warranting such minimum salary ordinarily should be performed by project wage employees.

—Authorization.

Salaries shall be established for the standard project supervisory titles prescribed elsewhere[5] which the State Administrator determines are applicable to projects in the State. For the official authorization of salaries for standard or special titles, *Schedule of Titles and Salaries for Project Supervisory Employees*, WPA Form 420, shall be issued, and the official authorization of adjustments in salaries for travel shall be effected in accordance with instructions set forth on pages 3.3.018-3.3.019.

[5] See appendix A, item 3-2.

REQUEST FOR APPROVAL OF SUPERVISORY TITLES, JOB DESCRIPTIONS, AND SALARIES, WPA Form 414

WPA Form 414. —Use.

Only in cases of unusual projects involving highly technical features or specially complex operations may consideration be given to establishing special titles, job descriptions, and salaries for project supervisory employees. In such cases, the State Work Projects Administrator may request authority from the Assistant Commissioner, Division of Employment, to establish special titles, job descriptions, and salaries. *Request for Approval of Supervisory Titles, Job Descriptions, and Salaries,* WPA Form 414, shall be used for this purpose. The original and one copy shall be forwarded direct to the Assistant Commissioner, Division of Employment, Washington, D. C., and one copy shall be sent to the regional office to serve as the basis for making its recommendation to the central office.

— —Types of Requests.

Request for Approval of Supervisory Titles, Job Descriptions, and Salaries, WPA Form 414, shall be used by State Administrators for the submission to the Assistant Commissioner in charge of the Division of Employment of the following requests:

1. For approval of additions to and revisions of previously approved project supervisory and special nonsupervisory titles and salaries.
2. For approval of the use of standard titles authorized for application to special nonsupervisory employees and salaries for such titles.
3. For approval of a special project supervisory title and salary where none of the standard titles authorized may properly be applied to a job requiring the services of a project supervisory employee.
4. For approval of a special title for application to a special nonsupervisory employee(s) and salary therefor.

—Routing.

The original and one copy of each request on WPA Form 414 shall be submitted to the Assistant Commissioner in charge of the Division of Employment. One copy also shall be submitted to the regional office in order to expedite transmittal of the Regional Director's recommendations to the Assistant Commissioner. The request(s) shall be submitted sufficiently in advance of the effective date desired to give the regional and central offices reasonable time to consider the proposal(s) prior to the effective date.

—Preparation.

Requests on WPA Form 414 shall be prepared in accordance with the following instructions.

Heading.—Show here (1) the State, (2) the number of the request, and (3) the date. Requests on WPA Form 414 for standard supervisory and special supervisory titles, job descriptions, and salaries shall be numbered in a single numerical sequence, each number prefixed with the letter "X." Requests on WPA Form 414 for special nonsupervisory titles and salaries shall be numbered in a separate single numerical sequence, each number prefixed with the letters "SF."

Item 1.— Show here (1) the proposed title (which shall be designated as "Special" or "Special Nonsupervisory"), or the authorized title concerned where a salary change or change of job specifications is proposed; (2) the proposed salary; (3) the area in which it is proposed to apply or in which the title is used; and (4) the minimum assigned hours of work.

Item 2.—This space shall be used to set forth the proposed occupational specifications when a special title is requested or when the request is for a change in the occupational specifications for an authorized title, etc.

Item 3.—This space shall be used, where a special title is requested, to designate the authorized title most similar to the proposed title and to compare the proposed title with such authorized title.

Item 4.—Summarize here the information used by the State Administrator in determining the proposed salary.

Item 5.—State here the date on which it is desired to make effective the authorization requested.

Spaces are provided at the bottom of the form for the signatures of the State Director of Employment and the State Administrator.

Revised Mar. 23, 1942

Federal Works Agency
WPA Form 414
Revised 12-20-41

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

REQUEST FOR APPROVAL OF SUPERVISORY TITLES, JOB DESCRIPTIONS, AND SALARIES

To: Division of Employment
Work Projects Administration
Washington, D. C.

State _____
Request No. _____
Date _____

1. Pursuant to the requirements established by the Commissioner of Work Projects for the approval of supervisory titles and salaries, the following title and salary is submitted for approval:

_____ (Title)

Salary basis:
☐ Per diem
☐ 1-week fiscal

Minimum assigned hours of work _____

SALARY

Class	Grades						
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.							
2.							
3.							
4.							

2. Job description (use reverse side or separate attachment):

3. The proposed title involves duties, responsibilities, and minimum qualifications most similar to _____ (Title)
_____ (Class) _____ (Grade) $_____ (Salary) approved on WPA Form 420, State Administrator's Order No. _____.
It differs from that in the following respects:

4. The following is cited as the basis of my determination that this proposed salary is prevailing in the locality:

5. If approved, it is desired to make this title and salary effective _____

Requested by:

_____ State Director of Employment.

_____ State Administrator.

(This form printed in Washington)

—Area-Wide Revisions in Project Supervisory Salaries.

Where the State Administrator proposes to make basic revisions in the salaries applicable to project supervisory titles in a certain area(s), it will not be necessary to submit separate requests on WPA Form 414 with respect to each salary concerned. A schedule for the proposed revisions shall be submitted to the Assistant Commissioner in charge of the Division of Employment with one request on WPA Form 414 which shall be prepared in such manner as to constitute a request for all changes involved. Copies shall be submitted simultaneously to the Regional Director.

—Approval.

Approval of an adequately justified request for a special title, job description, and salary will be granted by the Assistant Commissioner, Division of Employment, through the use of *Approval of Supervisory and Special Nonsupervisory Titles, Job Descriptions, and Salaries*, WPA Form 415. The title will be designated as "Special." The receipt of such approval by the State Administrator shall constitute authority to issue WPA Form 420. In such cases WPA Form 420 shall be clearly marked as "Special."

Federal Works Agency
WPA Form 415
Revised 7-7-41

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

APPROVAL OF SUPERVISORY AND SPECIAL NONSUPERVISORY TITLES, JOB DESCRIPTIONS, AND SALARIES

To: Work Projects Administrator
City _____
State _____

Approval No. _____
Approval Date _____
Administrator's Request No. _____

The following title and salaries are hereby approved:

_____
(Title)

☐ Supervisory
☐ Special nonsupervisory, Supply Section only

_____
(Use confined to area or project)

Salary basis:
☐ Per diem
☐ 1-week fiscal

_____
(Approved salary)

_____
(Effective date)

Approved _____
For the Assistant Commissioner.

(This form printed in Washington)

SCHEDULE OF TITLES AND SALARIES FOR PROJECT SUPERVISORY EMPLOYEES, WPA FORM 420

WPA Form 420. —Use.

Schedule of Titles and Salaries for Project Supervisory Employees, WPA Form 420, shall be used by each State Work Projects Administrator, after receiving approval from the central office, for the issuance of "State Administrator's Orders" prescribing the titles, minimum assigned hours of work, and salaries applicable to project supervisory and special nonsupervisory jobs required to be filled in the State.

—Approval of Assistant Commissioner Required for Special Titles.

With the exception of the standard project supervisory titles listed elsewhere,[6] no project supervisory or special nonsupervisory titles may be authorized for application in any State without the prior approval of the Assistant Commissioner in charge of the Division of Employment. Salaries established for project supervisory and special nonsupervisory titles also are subject to the prior approval of the Assistant Commissioner in charge of the Division of Employment.

—Salaries To Be Shown.

For each standard project supervisory title there shall be shown the appropriate salary. If different class or grade designations are used for any title, separate salaries shall be listed in the schedule.

—Revision of Salaries.

When, in the judgment of the State Administrator, it is necessary to revise a salary heretofore established for a project supervisory title, such revision shall be accomplished by the use of the same procedure described on page 3.3.013 for the authorization of special titles, job descriptions, and salaries.

When, in the judgment of the State Administrator, it is necessary to revise a complete schedule of salaries of standard titles heretofore established in accordance with this procedure, such revision shall be accomplished by the preparation of the WPA Form 420 in accordance with the following subsection and the preparation of a single WPA Form 414 for transmittal of the WPA Form 420 to the Assistant Commissioner in charge of the Division of Employment.

Instructions relating to the distribution of travel identification authorizations as attachments to WPA Form 420 schedules are set forth on page 3.3.019.

—Preparation.

Preparation of WPA Form 420.—Separate schedules shall be prepared on WPA Form 420 as follows:

1. For project supervisory titles selected from the lists of standard titles.
2. For titles authorized for application to special nonsupervisory employees. Such schedules shall be clearly marked "Special Nonsupervisory Titles for Supply Section."
3. For special project supervisory titles authorized by the Assistant Commissioner in charge of the Division of Employment on *Approval of Supervisory and Special Nonsupervisory Titles, Job Descriptions, and Salaries*, WPA Form 415 (see page 3.3.014). Such schedules shall be clearly marked "Special Project Supervisory Titles."

The schedules prepared on WPA Form 420 for project supervisory titles shall be assigned "State Administrator's Order" numbers in a single numerical sequence, and each such number shall be prefixed with the letter "S." The schedules prepared for special nonsupervisory titles shall be assigned "State Administrator's Order" numbers from a separate, single numerical sequence, and each such number shall be prefixed with the letters "SF."

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[6] See appendix A, item 3-2.

Federal Works Agency
WPA Form 420
Revised 4-20-40

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

SCHEDULE OF TITLES AND SALARIES FOR
PROJECT SUPERVISORY EMPLOYEES

Page _____ of _____ pages
State _____
State Administrator's Order No. _____

☐ Monthly
☐ Fiscal
} period for salary payments. Minimum assigned hours of work _____

This order is applicable to _____

Title	Class	Salary						
		Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7

By virtue of the authority vested in me as State Work Projects Administrator, I hereby prescribe the schedule of titles and salaries for project supervisory employees as provided herein to become effective with pay roll periods beginning on or after _____ (Date)

This order is issued pursuant to the authority granted me by _____ (Cite authority)
and supersedes State Administrator's Order No. _____

_____ (Date issued)

_____ State Administrator.

(This form printed in Washington)

Other spaces are provided in the heading of the form to show (1) the page number and number of pages comprising the schedule, (2) the name of the State, (3) the minimum assigned hours of work per 4-week fiscal period, and (4) the county(s) or other area to which the schedule is applicable.

The titles authorized shall be listed in the column entitled "Title." Where class designations are applicable, the project supervisory title shall be listed separately for each such designation. Instructions relating to the use of class and grade designations are set forth on pages 3.3.009-3.3.010.

Spaces are provided at the bottom of WPA Form 420 for (1) the effective date of the schedule; (2) the authority for issuance of the schedule; (3) the State Administrator's Order superseded, if any; (4) the date of issuance of the schedule, and (5) the State Administrator's signature.

Travel Within Official Station

Travel Within Official Station.

Adjustments in Salaries of Project Supervisory Employees Required To Travel Within Official Stations.—Project supervisory employees who, as a condition of their employment, are required to furnish their own means of conveyance for travel within their official stations on project business (see page 1.6.016) may be paid a higher salary than other project supervisory employees of the same class and grade who are not required to perform such travel. The titles, classes, and grades of project supervisory employees whose assignments require their furnishing the means of conveyance for such travel within official stations shall be given a supplementary travel identification. The travel identifications assigned and the amounts by which the salaries may exceed those of employees of the same title, class, and grade who are not required to travel shall be in accordance with the schedule set forth below.

—Salary Adjustments for Project Supervisory Employees.

Travel identification	*Miles of travel (calendar month) within official station*	*Salary involved per 4-week fiscal period*
A	101-200	$4
B	201-325	9
C	326-450	14
D	451-575	18
E	576-700	23
F	701-825	27
G	826-950	32
H	951-1075	36
I	1076-1200	41
J	1201-1325	45
K	1326-1450	50
L	1451-1575	55
M	1576-1700	59
N	1701-1825	63
O	1826-1950	68
P	1951 and over	72

The official station may be designated as the normal territory in which the employee is required to work, such as a city, town, township, or county, or group thereof, or WPA district. Where travel outside the official station is authorized, reimbursement shall be made by voucher as provided in chapter 6, volume 1.

— —Issuance of Schedule.

The State Administrator shall select from the schedule, for use in his State, the travel identifications indicating the salary adjustments which are representative of the amounts of travel actually or likely to be performed within official stations by project supervisory employees. The travel identifications and salary adjustments selected from the schedule and authorized by the State Administrator shall be issued as a separate attachment to the WPA Form 420 to which it pertains. The schedule should be issued as an order of the State Administrator and should not be released in the WPA Form 420 series. The schedule of travel identifications shall not be issued without prior recommendation of the Regional Director and approval by the Assistant Commissioner in charge of the Division of Employment.

In submitting to the Division of Employment *Project Personnel Request*, WPA Form 401, for a project supervisory employee who will be required to furnish his own conveyance for travel within official station on project business, the operating division shall request that the appropriate travel identification be assigned, as well as other information required.

The title, class, grade, and travel identification shall appear on the *Notice To Report to Work on Project*, WPA Form 402, issued to the project supervisory employee by the Division of Employment (see pages 3.4.023-3.4.024). When the operating division finds that an adjustment in travel identification is necessary, it shall so advise the Division of Employment, which shall issue WPA Form 402, showing, in addition to the usual information, the new travel identification and the effective date thereof. A change in assignment status shall be the occasion for a review of travel identification and any changes necessary shall be made at that time.

— —Information Required on WPA Form 402.

Each project supervisory employee whose salary has been adjusted in accordance with a travel identification shall prepare at the close of each 4-week fiscal period *Statement of Travel Within Limits of Official Station*, WPA Form 211 (see pages 1.6.016-1.6.017).

— —Preparation of WPA Form 211.

Travel Outside Official Station.—Travel by project supervisory and project wage employees outside their official stations shall be in accordance with administrative regulations set forth in volume I, chapter 6, of this manual. Authorized per diem and travel mileage rates are set forth on page 1.6.008.

—Travel Outside Official Station.

Distribution of WPA Form 420 Schedules.—Copies of each WPA Form 420 schedule issued by the State Administrator shall be distributed as follows:

—Routing of WPA Form 420.

Division of Employment, central office—three copies

Regional office—one copy

Divisions of State Administration in State and local offices—one copy

Sufficient copies shall be distributed to the State Director of Finance to supply the requirements of the Audit Division, General Accounting Office, Washington, D. C., and the Treasury Regional Accounts Office.

Timekeepers and persons in charge of projects shall be furnished with copies of the schedules applicable to the projects with which they are respectively concerned. Such additional copies as may be required also shall be distributed to other agencies requiring the information contained in such schedules.

Revised Apr. 24, 1942

PART III. CLASSIFICATION OF OCCUPATIONAL QUALIFICATIONS

Classification of Occupational Qualifications.

—Responsibilities of Division of Employment.

The Division of Employment is responsible for determining the occupational classifications of (1) all certified persons and (2) noncertified persons, under consideration for project wage employment on WPA projects. The accomplishment of this responsibility requires determining for each such person (1) the primary and other occupations at which the person may be considered employable in private industry and (2) the type(s) of work he is qualified to perform on WPA projects.

With respect to each certified person awaiting assignment and each employee, the Division of Employment is further responsible for determining whether he is qualified for employment or training in any occupation required for national defense purposes. The Division of Employment also has the responsibility of referring to the State Personnel Officer any certified person possessing qualifications of the type required for employment in an appointive position(s).

—Occupational Classifiers.

There shall be employed in each District Division of Employment at least one person whose primary function shall be the determination, upon the basis of occupational training, experience, education, and physical ability, of the occupational classifications of persons under consideration for assignment to WPA projects. Technical instructions for the guidance of such occupational classifiers are set forth in the "Manual for Occupational Classifiers." In districts with small case loads the functions of this official may be combined with those of the assignment officer.

Work History of Applicant

Work History of Applicant.

—Use of WPA Form 450.

The primary source for obtaining information as to the occupational qualifications of a person shall be the person himself. *Work History*, WPA Form 450, is provided for this purpose. Each certified person designated as priority member by the Intake and Certification Section, and each noncertified person under consideration for assignment as a project wage employee, shall be required to execute WPA Form 450. Each certified and noncertified person under consideration for assignment as a project supervisory employee also shall be required to execute *Application for Employment*, WPA Form 251.

—Instructions for Obtaining Completed WPA Form 450.

A WPA Form 450 should be completed through a personal interview for each certified person by a person qualified to determine occupational classification. However, in those instances where a personal interview is not feasible, the following alternate procedure may be followed:

— —From Certified Persons.

1. *Certified Persons.*—In the case of certified persons, WPA Form 450 shall be sent to the designated priority member for execution upon acceptance of the referral for certification or upon changing the priority member, together with (a) the notice of certification (see page 3.2.038), (b) a self-addressed franked envelope for use in returning the completed form to the classification unit, (c) detailed instructions relating to the preparation of WPA Form 450, and (d) instructions similar to the following:

> Enclosed herewith is a copy of *Work History*, WPA Form 450, which is to be filled out by you and returned within one week in the self-addressed envelope provided. The envelope requires no postage for mailing. It is important that you fill out the form and return it promptly, as it will not be possible to consider you for assignment to a WPA project until the completed form is received by the WPA office. This does not mean, however, that you will get a job immediately.
>
> The information requested on the form is necessary in order that the Work Projects Administration may know what kind of work you can do and in order that you may be given consideration when there are jobs available which you are qualified to fill. You may obtain assistance from anyone you wish in filling out the form. Detailed instructions relating to each of the entries you are to make on the form are attached

Instructions for Preparation of WORK HISTORY, WPA Form 450

Work History, WPA Form 450. —Preparation.

There are set forth below suggested detailed instructions for the preparation of *Work History*, WPA Form 450. In accordance with the instructions on page 3.3.021, detailed instructions of this nature shall be sent to persons required to submit work-history statements on this form.

Heading.—At the top of the form enter in the spaces provided the name of your State and the date on which you prepare the form.

Item 1.—Print your name as directed; that is, give your first or Christian name first, then your middle name or initial, and give your last or surname last.

Item 2.—Enter your mailing address, stating the street number and street or R. F. D. number, the town or city, and the county.

Item 3.—Check the proper box to indicate whether you are male or female, white or Negro. If your race is other than white or Negro, use the space after the word "Other" to specify just what race you are, such as Indian, Filipino, etc.

Item 4.—Enter in the spaces provided the date of your birth (day, month, and year), your height in feet and inches, and your weight in pounds.

Item 5.—Use this space to explain any physical defect, disability, or trouble with your health, and state whether it affects your ability to do any type of work. If you have any physical defect, disability, or trouble with your health but are still able to work, every effort will be made to find a type of project work which you can do without injuring yourself or others.

Item 6.—If you customarily work as a laborer or do manual work, or if you ordinarily do other work but are willing to do hard manual work if there are no other jobs available, check the proper box to indicate whether you are physically able to do hard manual labor.

If your answer is "No," then you must explain why under item 5.

Item 7.—Draw a circle around the number under "Elementary," "High School," and "College" which represents the number of years of such schooling you have completed. If you graduated from a college, indicate the degree(s) you were awarded. If you attended a vocational school, trade school, or other type of school, use the space entitled "Other" to show the kind of school and the number of years you attended. In the space entitled "Majors or special courses," state the principal types of subjects you studied.

Space is also provided under this item for you to indicate whether you can speak, read, and write English or other languages.

Item 8.—State under this item what you consider to be your regular trade or occupation or line of work.

Item 9.—Explain under this item just how you learned to do the work which you consider to be your regular line of work as reported under item 8.

Item 10.—If you belong or have belonged to any trade organizations (such as a labor union) or vocational or professional societies, enter their names in this space and enter the number of years you have been or were a member of each such organization. Also state whether you are now a member.

Item 11.—If you have an unexpired license to work at a trade or profession or to drive a motor vehicle, state the type of license you possess. Do not list the license number.

Item 12.—If you can operate an office, factory, road, or construction machine, list the type of machine in this space. Be specific in indicating the exact type of machine.

Item 13.—If you are a mechanic or craftsman or qualified to do skilled work requiring hand tools, check the proper box to indicate whether you have the tools required to do the work of your trade.

Item 14.—List in this space all the jobs lasting more than a month which you have had in private industry. Start with your last job and work backward. For each job, enter the dates between which you held the job, the wages you received, the name and address of your employer, the kind of business involved, the job title you had, and the specific kind of work you did. If you worked on a farm, state whether you operated a tractor or other machinery. In describing the kind of work you did, follow the instructions on the form carefully. If there is not sufficient space on the form to list all the jobs you have had, use a plain sheet of paper and attach it to the form.

Item 15.—Check the proper box to indicate whether or not you ever worked for the Work Projects Administration before.

Item 16.—Use this space to state any special skills, training, or hobbies that are not revealed by other entries on the form. Your statements here may be very important, for if you customarily do a type of work which is not available on WPA projects, it may be possible to find a project job which you can perform because of the special skills, training, or hobbies you have revealed in this space. Attach another sheet of paper if you need more space.

Signature.—Space is provided after item 16 for your signature. If you cannot write, have someone print your name in this space and then place your mark near the printed name, together with the words "my mark."

Federal Works Agency
WPA Form 450
Revised 12-20-41

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

WORK HISTORY

State of _____ Answer all items—Write legibly Date _____

1. Name _____ (First) _____ (Middle) _____ (Last)

2. Mailing address _____ (Number or R. F. D.) (Street) (Town or city) (County) (Do not write in this space)

3. Sex and race: (Indicate by a check) Male ☐ Female ☐ White ☐ Negro ☐ Other _____ (Specify)

4. Date of birth _____ (Day) (Month) (Year) Height _____ ft., _____ in. Weight _____ lb.

5. Explain fully any physical defects, disabilities, or trouble with your health and state whether they hinder your work _____

6. This question is to be answered only by laborers, manual workers, or persons willing to accept assignment at such work. Are you physically able to do hard manual labor? Yes ☐ No ☐

7. Education—Indicate years of schooling completed by circling number:

Elementary	*High school*	*College*	*Other (specify kind and number of years completed)*
1 2 3 4 5 6 7 8	1 2 3 4	1 2 3 4 5 6	
		Degrees:	

Majors or special courses:

Language (check for English, specify any others)

Language	Speak	Read	Write
English			

8. What do you consider your regular trade or occupation or line of work?

9. How did you learn to do this work?

10. List trade organizations and vocational or professional societies to which you belong and state length of membership:

11. List unexpired trade, professional, or driver's licenses:

12. List office, factory, road, or construction machines you can operate:

13. This question is to be answered only by mechanics or craftsmen or other skilled workers: Do you have the tools customarily owned by mechanics in your trade? Yes ☐ No ☐

EMPLOYMENT RECORD

14. Start with your last job—List all jobs lasting more than a month, including CWA, FERA, and WPA. Be very specific about the kind of work you did. If you drove a truck, tell what size truck and kind of material hauled. If you were a clerk, tell whether you were a sales or record or audit clerk. In box headed "wage," tell whether it was hourly, weekly, or monthly. List all periods during which you worked for yourself or were farming. There is sufficient space for listing 8 jobs, if more space is needed add another sheet.

Dates and wages	Employer's name and address (street and city)	Kind of business	Your job title—describe kind of work you did
1. From _____ To _____ Wage _____	Name: _____ Address:		
2. From _____ To _____ Wage _____	Name: _____ Address:		

(This form printed in Washington) (Front)

EMPLOYMENT RECORD—Continued

Dates and wages	Employer's name and address (street and city)	Kind of business	Your job title—describe kind of work you did
3. From _____ To _____ Wage _____	Name: _____ Address:		
4. From _____ To _____ Wage _____	Name: _____ Address:		
5. From _____ To _____ Wage _____	Name: _____ Address:		
6. From _____ To _____ Wage _____	Name: _____ Address:		
7. From _____ To _____ Wage _____	Name: _____ Address:		
8. From _____ To _____ Wage _____	Name: _____ Address:		

15. Have you worked on WPA before? Yes ☐ No ☐

16. State any special skills, training, or hobbies not previously listed:

(Signature—place your mark if you cannot write) _____

(Do not write below this line)

Iden. No.:	Usual occupation:	Yrs. exp.	Physical condition:
Work qualified for—WPA 1.	Industry:		
2.	Alternate occupation:	Yrs. exp.	
Need:	Industry:		☐ No vocational training recommended
Vet.:	Special skills:		☐ Vocational training recommended in _____
Case No.:			☐ Prepare WPA Form 453 and put in section of file.
Prev. emp. on WPA Yes ☐ No ☐			Action taken:
S. S. No.:	Machines, etc.:		WPA Form 451 prepared _____, 19__
Date of 610:			WPA Form 453 prepared _____, 19__
			(Classification officer)

(This form printed in Washington) *(Back)*

Determination of Work Qualified for in Industry

Determination of Work Qualified for in Industry.

In accordance with the objective of the Work Projects Administration to provide, so far as practicable, employment for certified persons at jobs for which they are best qualified by occupational training, experience, education, and physical ability, the initial step in determining the type(s) of work a person is qualified to perform on projects shall be the determination of work at which the person may be considered employable in private industry. This determination also is essential to the performance of the occupational classification function with respect to noncertified persons who may be considered for employment on projects.

—Factors To Be Considered.

Normally, the work at which a person is considered currently employable in private industry will be revealed by his employment record as reported on *Work History*, WPA Form 450. Every effort shall be made to obtain as complete knowledge as possible of the person's background, employment history, physical and mental condition, and present level of proficiency. Full consideration shall be given to all phases of the person's previous occupational training or experience, including any experience which the person may have gained through previous employment on projects. Factors such as age (unless it inhibits his ability to carry out the duties and responsibilities of the occupation in question) or local supply and demand with respect to a particular occupation shall not be considered. However, an occupation rendered useless by basic technological changes in industry may be disregarded, although such occupations should not be confused with occupations at which there are lack of opportunities for placement. The determination of the work which a person is qualified for in industry shall be based solely on the person's qualifications for employment in private industry and shall not be influenced by the work opportunities available on projects.

Instructions relating to factors to be considered in determining a person's primary and secondary occupations, instructions regarding persons without previous employment experience, and detailed technical instructions for the guidance of occupational classifiers are provided in the "Manual for Occupational Classifiers."

—Primary "Work Qualified for" Occupation.

Primary "Work Qualified for" Occupation.—A person's primary "Work Qualified for" occupation is, in general, the occupation for which he is best fitted by reason of his previous experience and training, his present physical and mental condition, and his level of proficiency. It often will be found that a person's primary and usual occupations are the same, and for some purposes it may be advisable to consider the job which the person has held the longest or the one at which he has had the most experience as his primary occupation.

—Alternate "Work Qualified for" Occupation.

Alternate "Work Qualified for" Occupation.—In reviewing a person's occupational qualifications, it frequently will be found that the person is qualified to perform tasks in a different occupational field than the field of his primary occupation. Care shall be taken to include such alternate occupation in determining the person's qualifications.

The term "alternate occupation" should not be construed as implying that the person's skill at such work is not on a par with his qualifications for the type of work constituting his primary occupation. An alternate occupation represents skills which the person possesses in addition to the qualifications required for his primary occupation, and with which he can compete in the labor market.

—Classification by Employment Service.

The classifications given a person by a local employment office of the State Employment Service should be considered carefully. Where the determinations of the Division of Employment as to a person's primary and alternate occupations are in conflict with the determinations of the local employment office, an effort shall be made to arrive at some agreement with such office as to the proper classifications.

—Verifying Person's Statements.

The question of verifying a person's statements as to his occupational qualifications and employment record in private industry should be considered only where such qualifications and employment record constitute the factors governing the person's classification for project employment or for employment or training in occupations required for national defense purposes.

—Entering on WPA Forms 450 and 251.

Upon determination of the person's primary and alternate "Work qualified for in industry" occupations, appropriate entries shall be made in the spaces provided for this purpose on the reverse side of the WPA Form 450 completed by the person or on an attachment to the WPA Form 251 he has submitted. Care shall be taken in describing these occupations to indicate the broadest possible scope of the person's qualifications in the occupational fields involved, although any specialization of the person within one of the fields should be noted. The main titles provided in the Dictionary of Occupational Titles published by the United States Employment Service Division of the Bureau of Employment Security, Social Security Board, shall be used for this purpose.

In completing this portion of the reverse side of WPA Form 450, care shall be taken to use the spaces provided for "Special skills" and "Machines" to describe any qualifications of the person which are not clearly reflected by his primary and alternate occupational classifications.

Determination of "Work Qualified for on WPA" Occupation

"Work Qualified for on WPA" Occupation.

Each person under consideration for project employment shall be classified by the Division of Employment as to the type(s) of work he is qualified to perform on projects. The standard occupational titles prescribed in the schedules of project wage and project supervisory job specifications[7] shall be used for this purpose, in accordance with the instructions outlined below.

—Determination.

The initial determination by the Division of Employment of the type(s) of work a person is qualified to perform on projects shall be based upon a work-history statement on *Work History*, WPA Form 450, together with such supplementary and corroborative information as may be available, including a personal interview or a work or performance test where necessary. Such initial determinations shall be subject to review and adjustment in the process of maintaining occupational classifications on a current basis.

—Classification Rules for Physically Handicapped Persons.

General rules for guidance of classification officers in considering the work for which physically handicapped persons are qualified are set forth below.

1. Persons known to be suffering from the following physical disabilities should not be deemed qualified for any type of manual labor:

Double inguinal hernia*	Systolic blood pressure over 200
Loss or impairment of both arms	Extensive varicose veins
Loss or impairment of both hands	Active tuberculosis
Loss or impairment of both legs	Active venereal diseases
Loss or impairment of both feet	Epilepsy
Total blindness	Extensive paralysis
Noncompensated cardiac lesions	Malignancy of any vital organ
Total deafness†	Severe diabetes mellitus

*Where competent medical authority has determined, that the hernia is properly supported and the person is able to perform manual labor without hazard to himself, the classification officer may regard him as qualified for such work.

†On projects which do not involve construction work or moving equipment, deaf persons may be assigned to duties which entail no particular hazard to themselves or to other employees.

2. In general, persons suffering from the following disabilities should be classified as qualified only for those duties which are within the range of their normal experience and which do not entail any particular hazards to themselves or to other assigned employees.

Single inguinal hernia, whether supported or unsupported	Compensated cardiac lesions
Loss or impairment of one arm	Systolic blood pressure from 175 to 200
Loss or impairment of one hand	Arrested tuberculosis
Loss or impairment of one leg	Deformities—congenital, old fracture, etc.
Loss or impairment of one foot	Partial paralysis
Impaired vision—cataract, etc.	Arthritis, neuritis, rheumatism
Asthma	
Silicosis	

—Determination of Physical Disability.

It is not intended that the Division of Employment shall attempt to determine the presence or extent of any of the above physical disabilities which are not obvious, except in connection with the physical examination of persons considered for assignment to work camps (see page 3.4.005). Action taken in regard to physical disabilities other than those that are obvious should be based on records certified to by competent medical authorities.

[7]See appendix A, items 3-1 and 3-2.

Persons under consideration for project employment may be given a physical appraisal by the Work Projects Administration in order to aid in the determination of appropriate occupational classifications and to avoid assignments of persons in occupations in which physical handicaps will constitute a hazard or menace to the person or to other employees.

Instructions relating to the determination of a person's physical condition with respect to his eligibility for employment or his assignment to projects are set forth on pages 3.2.009-3.2.010 and 3.4.004.

—Factors To Be Considered.

In general, the determination of a person's "work qualified for on WPA" occupation(s) shall be accomplished through consideration of the same factors used in determining the person's primary and secondary occupations in private industry. Full consideration shall be given to any experience which the person may have gained through employment on projects.

—Avoidance of Restrictive Titles.

Care shall be taken in selecting occupational titles from the schedules of project supervisory and project wage job specifications to avoid the selection of a title which will unduly circumscribe a certified person's opportunities for assignment. Such considerations are particularly important with respect to clerical and other "white collar" classifications. In every instance, the person shall be classified at the most inclusive occupational title for which he is qualified, whether it be a project wage or project supervisory title.

Instructions pertaining specifically to the selection of project wage and project supervisory titles are as follows:

—Project Wage Titles.

1. *Selection of Project Wage Title.*—For each certified person at least one occupational title shall be selected from the schedule of project wage job specifications[8] as indicative of work the person is primarily qualified to perform on projects as a project wage employee. If the person also is qualified for types of work performed by project wage employees which are not covered by the project wage title selected at his primary "work qualified for on WPA" occupation, an additional project wage title(s) shall be selected as the person's alternate "work qualified for on WPA" occupation(s).

   Where a person's primary and secondary occupations in private industry are types of work for which project work opportunities are available, such primary and secondary occupations normally shall be the occupations at which the person shall be considered employable on projects. In cases where a person's primary or secondary occupation in private industry is not a type of work described in the schedule of project wage job specifications, or where the person is not currently capable of performing such primary or secondary occupations, consideration shall be given to (a) types of work closely related to the person's primary or secondary occupation for which his experience at such occupation may qualify him, (b) other types of work at which the person has had experience, (c) education and training, and (d) preferences of the person, if he is qualified for the type of work he prefers.

— —Assistance of Operating Division.

   The Division of Employment shall utilize the assistance and advice of the operating divisions in the classification of persons with qualifications in special fields. Where a technical committee is established to aid and advise the Division of Community Service Programs in the operation of a project program, persons appearing to possess qualifications for employ-

[8] See appendix A, item 3-1.

ment in a professional or technical position on such program shall be referred to the technical committee for determination of the occupational titles at which they may be employable on the program. The committee shall submit its recommendations in writing to the Division of Employment.

— —Alternate Title.

Care shall be taken in the selection of a title representing an alternate "work qualified for on WPA" occupation to avoid the selection of a title which merely indicates a type of qualification included within the qualifications reflected by the person's primary classification. Alternate titles representing a lesser degree of skill or responsibility in the same line of work as the primary classification should never be assigned.

In instances where the primary occupation of a person is in the intermediate, skilled, or professional and technical wage class, the title of "Laborer" should not be assigned as an alternate occupation unless the person's work history indicates that he has been accumstomed to work a reasonable proportion of his time as a laborer and that he is both able and willing to accept assignment at such a classification. Where it is determined that a person's primary "work qualified for on WPA" occupation is that of "Laborer," this shall not preclude classifying such person at an alternate occupation in a higher wage class for which he also may be qualified.

—Project Supervisory Titles.

2. *Selection of Project Supervisory Title.*—When a person appears to have qualifications for employment as a project supervisory employee, the Division of Employment shall have the person prepare *Application for Employment*, WPA Form 251, and shall make a tentative determination of the project supervisory classification(s) at which the person appears to be employable. The WPA Form 251 and a memorandum setting forth the tentative determination of the Division of Employment shall be submitted to the appropriate operating division for review. (The findings of the operating division shall be transmitted to the Division of Employment and shall govern the classification of the person with respect to availability for employment as a project supervisory employee.) The operating division shall return the WPA Form 251 to the Division of Employment at the same time the findings are transmitted.

— —Use of WPA Form 251.

— —Requests of Operating Division.

When an operating division desires to recommend a person for project supervisory employment, the operating division shall have the person submit *Application for Employment*, WPA Form 251, which shall be transmitted to the Division of Employment together with the operating division's findings as to the proper classification of the person for project supervisory employment. Upon determination of the eligibility of the person (see pages 3.2.001-3.2.014), he shall be established in the records of the Division of Employment as available for project supervisory employment.

—Entries on WPA Form 450.

Upon determination of the occupational classification(s) of a person for project employment, the classification officer shall make the entries required in the lower left column of *Work History*, WPA Form 450, and shall enter any pertinent remarks as to his physical condition in the space entitled "Physical condition." The entries required for other than occupational information shall be obtained from *Worker's Statement of Family Resources*, WPA Form 605, or other pertinent intake and certification documents. The classification officer shall take care to note any qualifications, such as licenses, machines operated, special skills, etc., which are not clearly reflected by the entries of "work qualified for." Where the person has stated that he will not accept assignment as a laborer or at hard manual labor, a notation to this effect should be made.

Classification for Employment in Occupations Required for National Defense Purposes

Employment Classification in National Defense Occupations.

To facilitate the national defense program, it is essential that the Work Projects Administration be prepared at all times (1) to furnish information as to those employees on projects and those certified persons awaiting assignment who are qualified for employment in particular skilled occupations required for national defense purposes, and (2) to assign persons for training on projects established to train persons in particular skilled occupations required for national defense purposes.

—National Defense Industries Employment Register.

In order to fulfill this responsibility, each State Work Projects Administration shall maintain a National Defense Industries Employment Register of those employees on projects and those certified persons awaiting assignment (1) who possess the necessary qualifications for employment in particular skilled occupations required for national defense purposes, or (2) who possess the necessary aptitudes and abilities for training in particular skilled occupations required for national defense purposes.

—Information as to Types of Occupations Needed.

Information regarding particular occupations required for national defense purposes will be transmitted to each State Administration by the central office, and State Administrations shall include in the National Defense Industries Employment Register those employees and certified persons awaiting assignment who are qualified for employment or training in the particular occupations transmitted to the States by the central office. Inasmuch as the particular types of occupations required will fluctuate and vary in proportion to the development and extent of the national defense program, the qualifications of employees and certified persons awaiting assignment will need to be reviewed each time supplementary information is transmitted to State Administrations as to such occupational requirements.

—Supplementary Files for Local Needs.

The above instructions shall not be construed as precluding the establishment of supplementary files of persons qualified in other occupations for which there is need locally for national defense purposes, particularly where there is reasonable expectation that such occupations will be required generally with the development of the national defense program. Such supplementary files shall be maintained in a separate section of the National Defense Industries Employment Register.

—Determining Qualified Persons.

In determining whether a person is qualified for employment in any one or more of the occupations designated as required for national defense purposes, the Division of Employment shall consider (1) the person's work experience in private industry, (2) the type(s) of work he is qualified to do or has done on projects, and (3) training received on a vocational training project operated for such purpose.

— —Consideration of Other Than Primary and Secondary Occupations.

Care shall be taken where a person has had varied work experience in private industry not to preclude such person from the National Defense Industries Employment Register solely on the basis of findings as to his primary and secondary occupations in private industry and the primary and alternate types of work he is qualified to perform on projects. Thorough consideration shall be given to (1) each type of work experience related to any of the occupations designated as required for national defense purposes and (2) the suitability of the person under consideration for vocational-school, WPA in-plant preemployment, or other training.

—Entry on WPA Form 450.

Where a person, upon certification, is found to be qualified for employment in an occupation(s) designated as required for national defense purposes, or qualified for training or for particular types of private or other public

employment likely to be available, an appropriate notation shall be made in the space reserved for the classification officer on the reverse side of *Work History*, WPA Form 450, so as to facilitate the preparation of *Defense Industries Registry Card*, WPA Form 453, for such person.

—Persons Who Have Completed Training Course for National Defense Purposes.

A person who has satisfactorily completed a training course on a training project operated for the purpose of training persons in occupations required for national defense purposes normally shall be considered qualified for employment at those elements of the occupation in which he has received specific instruction. Arrangements shall be made with the vocational schools co-sponsoring such training projects whereby each vocational school will transmit to the Division of Employment, when a person has satisfactorily completed a training course, information as to the elements of the occupation in which the person has received specific instruction and the number of hours of instruction given in each such element.

Classification for Training in Occupations Required for National Defense Purposes

Classification for Training in National Defense Occupations.

Certified persons who appear to possess the necessary aptitudes and abilities for training in occupations for which additional trained workers are required for national defense purposes shall be classified by the Division of Employment and included in the National Defense Industries Employment Register as qualified for training in such occupations. Persons with latent skills which may be reestablished through "refresher courses" on vocational training projects also shall be included in the Register.

—Determining Qualified Persons for Training.

In determining whether a person possesses necessary aptitudes and abilities for training in occupations for which additional trained persons are required for national defense purposes, the Division of Employment shall consider (1) the person's work experience in private industry, (2) previous vocational or trade-school training, and (3) the type(s) of work he is qualified to do or has done on projects. Specific factors which shall be considered as guides are as follows:

— —Factors To Be Considered.

1. Willingness and interest of the person.
2. Good health, with particular reference to vision and full use of hands and limbs. However, this provision shall not be construed to preclude handicapped persons from training in occupations which they can perform efficiently and safely.
3. Limited skill of a type which may not be usable immediately but which with some retraining could be used.
4. Vocational education or apprenticeship or trade-school training in occupations related to one or more of those occupations in which additional trained persons are required.
5. Work experience in mass-production industries, even though the experience may not have been at an occupation requiring a high degree of skill.
6. Experience with the use of hand or machine tools.
7. Experience in occupations requiring manual dexterity.
8. Hobbies involving manual dexterity and manual skills.
9. Experience in maintaining equipment and machinery used on farms.

Persons whose work history on projects has been unsatisfactory, either as to attitude, conduct, or job performance, should not be included in the National Defense Industries Employment Register as prospective trainees.

—Entry on WPA Form 450.

Where a person upon certification, is found to possess the necessary aptitudes and abilities for training as provided above, an appropriate notation shall be made in the space reserved for the classification officer on the reverse side of the *Work History*, WPA Form 450, submitted by the person, so as to facilitate the preparation of *Defense Industries Registry Card*, WPA Form 453, for such person. See page 3.8.014-3.8.017.

—Classification Card, WPA Form 451.

Classification Card, WPA Form 451, shall be prepared and maintained (1) for each certified person awaiting assignment and (2) for all persons employed on projects as project wage employees. Instructions for the preparation of the cards and the maintenance of the file are set forth on page 3.8.004-3.8.011.

Maintenance of Occupational Classification Records on Current Basis

Occupational Classification Records.

—Maintenance on Current Basis.

The occupational classification records maintained by the Division of Employment shall be subject to review and adjustment, and adjustments shall be made whenever sufficient information to warrant such action is received by the Division of Employment. Necessity for such adjustments may result from (1) insufficient or inaccurate information at the time of initial classification; (2) additional skills acquired through training and experience on projects, except for those skills requiring training, education, or apprenticeship not available on projects; (3) additional skills acquired in private or other public employment; or (4) injury or illness of such nature as to render the person incapable of performing certain types of work for which he formerly was qualified.

—Use of WPA Form 452.

Occupational Qualifications Report, WPA Form 452, is provided for use by the operating divisions in advising the Division of Employment concerning the occupational capabilities of project wage employees. The form provides space for indicating ability in performing assigned duties and special tasks, or evidence of skills or aptitudes for certain occupations, and other comments which may be of assistance to the Division of Employment in adjusting an employee's record of occupational capabilities.

This form ordinarily will be prepared by an employee's immediate supervisor who has first-hand knowledge of the employee's aptitude and ability. The Division of Employment may request an operating division to execute this form for any employee whose *Work History*, WPA Form 450, does not appear to be complete or accurate.

Detailed instructions for the preparation and routing of WPA Form 452 are contained in chapter 8, volume 2.

—Reexamination of Records After Training.

Project wage employees who have completed a training course on the Nation-Wide Project for Vocational Training should be referred to the local employment office immediately following their separation from the project. Arrangements should be made with that office to furnish the employee a card to show that the employee has been reinterviewed, that his classification has been reexamined in the light of his recent training, and that his classification has or has not been changed as the result of this reexamination. Notations as to any "partially qualified" classifications (PQR) which have been assigned by the employment office or any changes in primary classifications that have been made by them should be noted on both *Classification Card*, WPA Form 451, and *Defense Industries Registry Card*, WPA Form 453.

Chapter 4

ASSIGNMENT

PART I. ASSIGNMENT REGULATIONS

Assignment Regulations. —General.

The assignment of persons to projects pursuant to requisitions submitted by the operating divisions is the responsibility of the Division of Employment. No person who is to be paid with funds available to the Work Projects Administration shall be allowed to perform any work on a project unless he has been properly assigned to the project at the occupational title authorized for the work to be performed. Payments to WPA employees on projects are controlled by the terms of their respective assignments and regulations governing hours of work and earnings.

—Application to Supply Section Employees.

Except as otherwise specifically provided, the regulations in this chapter shall be applicable to the assignment of project wage, project supervisory, and special nonsupervisory employees to Supply Sections.

General Provisions Governing Selection of Persons for Assignment

Selection of Persons for Assignment. —Primary Consideration.

The objective of the Division of Employment in selecting persons for assignment to projects is the placement of certified persons at project jobs for which they are qualified, as reflected by their "work qualified for on WPA" occupations, and who are qualified to perform the types of work required to be performed as described by the operating division on *Project Personnel Request*, WPA Form 401. This provision shall not be construed, however, as precluding the assignment of persons at other than their "work qualified for on WPA" occupations. Where there are not sufficient project jobs available to provide employment for all persons whose primary classifications are the same, such persons shall be considered for assignment at other occupations for which they are qualified, pending the development of projects designed to provide them with employment at their "work qualified for on WPA" occupations.

So far as practicable no person shall be assigned at any occupation except one for which he is deemed qualified and for which a *Classification Card*, WPA Form 451, has been prepared.

—Persons To Be Considered.

In selecting persons for assignment to projects, it is the responsibility of the Division of Employment to give consideration to all qualified certified persons who are—

1. Awaiting assignment.
2. Currently being released or available for release from other projects.
3. Currently assigned to projects, but whose skills may be used to better advantage on other projects.

—Responsibility of Operating Division.

Instructions relating to the responsibility of the operating divisions to inform the Division of Employment of currently assigned employees who may be made available, if required, to fill jobs on other projects are set forth in chapter 8 of volume 2.

—Designated Priority Workers.

Selections of certified persons shall be made from the records maintained on *Classification Card*, WPA Form 451.

—Prospective Project Supervisory Employees.

Selections of project supervisory employees shall be made only from among those persons whose classifications for project supervisory employment have been determined by the operating division concerned. In selecting supervisory personnel, preference shall be accorded certified persons who are qualified.

—Noncertified Persons for Project Wage Jobs.

Where it may be necessary to assign a noncertified person to a project as a project wage employee, such noncertified person shall be selected from referrals of the local employment office of the State Employment Service and from the files of the Division of Employment of those persons previously employed on WPA projects.

Proximity of Residences to Project

Proximity of Residence to Project.

Every effort shall be made to employ certified persons at project locations which are reasonably accessible from their places of residence.

—Transportation Regulations.

Certified persons shall not be assigned to projects involving daily transportation costs in excess of reasonable amounts that they normally would pay in traveling to and from work, unless arrangements are made by the operating division concerned to have the project sponsor provide transportation without cost to employees or as part of the project cost. It should be borne in mind in this respect that in many communities it is customary for skilled employees to travel greater distances to their work than is customary for unskilled employees.

—Work-Camp Employees.

Persons assigned to projects where they will be domiciled in work camps shall be provided with transportation thereto from assembly points which can be reached from such persons' residences without personal hardship or unreasonable expense. Persons who are separated from employment on such projects shall be provided at the earliest reasonable opportunity with return transportation to the point of original assembly or some similarly convenient point. Common carriers may be used for transportation where they are more economical or more efficient than other modes.

—Zoning To Facilitate Assignments.

Each county and each large city shall be divided into zones for the purpose of facilitating assignment to projects nearest the homes of available persons. Large-scale maps showing highways and roads and, in cities, public transportation routes should be used for this purpose. In establishing zones within a county, it is desirable that the zones coincide with political subdivisions, such as townships (or towns in New England), although zones may be established on some other basis if more desirable. The zones so established should be coded, and the codes used to designate (1) residences of individuals on *Classification Card*, **WPA Form 451**, and (2) project locations on *Project Personnel Request*, **WPA Form 401**.

—Assignment Outside District of Residence.

In any case where it is proposed to assign certified persons outside the WPA district in which they reside, the arrangements shall be subject to the specific prior approval of the State Work Projects Administrator or his authorized representative.

Physical Condition of Persons Considered for Assignment

Physical Condition. —Assignment Limitation.

Careful consideration shall be given to the physical condition of persons considered for assignment to projects. No person whose age or physical condition is such as to make his employment dangerous to his health or safety, or to the health and safety of others, may be employed on any work project. However, this regulation shall not be construed to preclude the employment of physically handicapped persons otherwise employable where such persons may safely be assigned to work which they can ably perform.

—Assignment of Handicapped Persons.

Under ordinary circumstances, no handicapped person should be assigned to work radically different from that of his experience. Each individual case shall be decided on its own merits in this respect. Frequently a person will have an impairment or loss of member which may appear to render him unfit for a manual occupation, yet he may have developed a physical compensation which will enable him to perform that work satisfactorily and safely. Instructions relating to the determination of physical condition and to the ailments which should be taken into account in making assignments are set forth on pages 3.2.009-3.2.010 and 3.3.028-3.3.029.

Special Provisions Governing Assignments to Work Camps

Medical Examination of Work-Camp Employees.

No person shall be assigned to a project requiring domicile in a work camp unless he has been examined by a competent medical examiner, and a certificate is received by the Division of Employment from the examining physician stating that the person does not have any disability which would render his performance of the required work a menace to his health or to the health of others domiciled in the camp. Such examinations shall be given by qualified medical examiners, employed by the sponsor or assigned to the project as WPA employees on a full-time or part-time basis, at a point in or near the areas where the persons who are being considered for assignment reside.

—Employment of Medical Examiners.

Medical examiners employed by the Work Projects Administration shall be assigned as Chief Physicians or, in the case of medical examiners assisting Chief Physicians, as Assistant Chief Physicians.[1] Physicians employed on a full-time basis may not be remunerated for treating compensable injuries. Physicians employed on a part-time or per diem basis may be remunerated for treating compensable injuries only if the assignment documents or contracts expressly stipulate that such part-time or per diem employment does not include treating compensable injuries. Therefore, in assigning part-time or per diem physicians to work camps, the *Notice To Report to Work on Project*, WPA Form 402, shall bear a statement to the effect that this employment does not include the treatment of compensable injuries.

—Filing of Examiner's Certificate.

The certificate issued by the examining physician shall be retained in the files of the Division of Employment. Where a person is assigned to a work camp after having passed such a medical examination within the previous 6 months, reexamination may be waived unless there is reason to believe it is necessary.

[1] See appendix A, item 4-1.

Preference in Assignments to Projects

Preference in Assignments to Projects. —Certified Persons.

Primary preference in the assignment of persons to projects shall be accorded qualified certified persons. Other preferences in assignments to projects are set forth in the subsections below. All preferences are subject to the requirement that persons assigned to projects shall be qualified to perform satisfactorily the duties of the occupations at which they are assigned.

—Relative Need and Veteran's Status.

Preference on Basis of Relative Need and Veteran's Status.—The Emergency Relief Appropriation Act prescribes that preference in the employment of certified persons to projects shall be accorded as follows:

1. To persons having veteran's status.
2. On the basis of relative needs, as far as practicable.

Preference in employment applies to employment opportunities in general as they occur and not to any particular type of assignment, occupation, or wage class. Selections for assignment to particular titles shall be based on the qualifications of the individuals under consideration for assignment, as reflected in the records of the Division of Employment, to meet the requirements set forth in the requisitions of the operating divisions. From among persons deemed qualified to meet these requirements, preference shall be given as set forth above.

—Injured Employees.

Preference to Injured Employees.—Certified persons who have been separated from project employment due to injuries sustained in the performance of duty shall be entitled, upon recovery and if still in need, to preference in assignment to projects.

— —Other Member of Family.

Where it is apparent that the disability of an injured certified employee will exceed 30 days, preference in assignment shall be given to another employable member of the family group designated as priority member during the injured person's period of disability.

— —Reassignment as Therapeutic Measure.

In those cases where the United States Employees' Compensation Commission recommends that an injured project wage employee be reassigned to work as a measure to hasten recovery, every effort shall be made to effect such reassignment, even though it may necessitate special consideration. Except in such cases, an injured project wage employee shall not be reassigned until it has been established clearly by the Compensation Section of the Division of Finance that the employee is able to perform normal duties without special consideration. In no case shall an employee be reassigned until it is clearly established by the Compensation Section that he has recovered sufficiently to permit reemployment without danger to himself or to other workers.

Oath of Allegiance Required of Project Supervisory Employees

Oath of Allegiance for Project Supervisory Employees.

The appropriation act provides that no person shall be employed or retained in employment in any supervisory position on any project unless such person has previously subscribed or before engaging in such employment subscribes to the oath set forth on *Oath of Allegiance*, WPA Form 607.

This requirement is not applicable to project wage employees or special non-supervisory employees.

—WPA Form 607.

Oath of Allegiance, WPA Form 607, is provided for the oath required to be executed. No person shall be initially assigned as a project supervisory employee, with compensation to be paid from funds available to the Work Projects Administration, unless such person shall have executed WPA Form 607.

Federal Works Agency
WPA Form 607

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

OATH OF ALLEGIANCE

Prescribed by Section 18, Public Resolution No. 24, 76th Congress.
Place of employment:

_____ (State) _____ (County) _____ (City or town)

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office (or employment) on which I am about to enter (or which I now occupy). SO HELP ME GOD.

_____ (Signature of affiant)

Subscribed and sworn to before me this _____ day of _____, A. D. 19____
at _____ (City or place), _____ (State)

THIS OATH ADMINISTERED UNDER AUTHORITY DELEGATED BY COMMISSIONER OF WORK PROJECTS

For administrative employees only (to be filled in by administrative office):
Position to which appointed _____
Date of entrance on duty _____

For project supervisory employees only (to be filled in by timekeeper or assignment office):
Employment to which assigned _____
Employee's ident. No. _____ D. P. No. _____ W. P. No. _____
Date of entrance on duty _____

(This form printed in Washington)

— —Execution.

Oath of Allegiance, WPA Form 607, shall be executed in an original only. Where a person is unable to sign his name, he shall enter his mark in the space provided for "Signature of affiant," and the mark shall be witnessed by two persons who shall sign on the lines provided.

WPA Form 607 shall be maintained in the files of the Division of Employment. When issuing *Notice To Report to Work on Project*, WPA Form 402, for persons in supervisory positions, the "Oath Date_____" shall be inserted as prima facie evidence that properly executed WPA Forms 607 are on file in the Division of Employment.

—WPA Employees Authorized To Administer Oath.

General Order No. 3 of the Work Projects Administration (see pages 1.C.007-1.C.008) designates the employees of the Work Projects Administration who are authorized to administer oaths as required on WPA Form 607.

Revised Apr. 24, 1942

Reassignment of Certified Persons Returning From Private or Other Public Employment

Reassignment of Certified Persons Returning From Other Employment.

A certified person who leaves his project employment to accept private or other public employment shall, at the expiration thereof, be entitled to immediate reemployment on a project if application is made within 6 months of termination of his project employment, provided that his continued employment shall be subject to the following conditions:

—Conditions.

1. That he lost such private or other public employment through no fault of his own.

2. That he is still in need and otherwise eligible for project employment.

—Reference.

Instructions relating to the determination of eligibility of persons seeking reemployment on projects after a period of private or other public employment are set forth on page 3.2.041.

Reassignment of Former Employees After Period of Military Service

Reassignment of Former Employees After Military Service.

Instructions are set forth in the subsections below regarding the reemployment of project supervisory, special nonsupervisory, and project wage employees who were separated from project employment because they (1) were ordered into active military service pursuant to the act of August 27, 1940; (2) were selected and inducted into the land or naval forces of the United States under the act of September 16, 1940; or (3) volunteered for 1 year's military training and service under the act of September 16, 1940.

—Project Supervisory and Special Nonsupervisory Employees.

Project Supervisory and Special Nonsupervisory Employees.—A project supervisory or special nonsupervisory employee in the above category shall be entitled, upon termination of his military service, to preferential consideration for reassignment as soon as possible to a position of the same type and earning capacity as he held upon being ordered or inducted into military service, provided he (1) makes application for reemployment within 40 days following termination of military service, (2) presents a certificate of satisfactory completion of his military service, (3) is still qualified to perform the duties of such position, and (4) is otherwise eligible.

—Project Wage Employees.

Project Wage Employees.—A project wage employee in the above category shall be entitled, upon termination of his military service, to immediate reassignment in the same manner as certified persons returning from private or other public employment, provided he (1) makes application for reemployment within 40 days following termination of military service, (2) presents a certificate of satisfactory completion of his military service, and (3) is still in need and otherwise eligible.

Transfer of Employees Between Projects and Project Units

Transfer of Employees Between Projects.

The term "unit" as used herein in connection with the administration of employment regulations is intended to designate the initial breakdown of a work project and is generally confined to a reasonable independent part of a project operating at or within a designated location for the accomplishment of specific integrated work.

The transfer of an employee between units of a project or between projects may be effected (1) by the District Division of Employment, with or without a change in the employee's assigned occupation, in carrying out established policies; (2) by a Project Employment Officer, without a change in the employee's assigned occupation, under the conditions outlined below; or (3) between units by project supervisory personnel, without recourse to the Division of Employment, where the scope of this method has been agreed upon by the Division of Employment and the operating division concerned at the time the project unit is placed in operation. By predetermination it may be arranged to transfer workers without a change in the employee's assigned occupation from one unit of a work project to another unit in the same work project. In any case where the Division of Employment determines that the transfer of an employee should be effected, appropriate arrangements shall be made with the operating division concerned regarding the release of the employee from the project or unit to which he is currently assigned.

—Conditions.

The transfer of an employee between units of the same project or between projects may be executed by a Project Employment Officer, provided (1) the transfer is to, from, or between units or projects serviced by the Project Employment Officer, (2) the proposed transfer does not necessitate a change in the employee's assigned occupation, and (3) such transfer is necessary to meet an operating contingency of the following types:

1. Unanticipated changes in work schedules necessitated by weather conditions.
2. Advance or delayed delivery of materials or equipment.
3. Absence without notice of skilled or intermediate workers.
4. Other similar emergency conditions.

—Prohibitions.

The Project Employment Officer shall not use the authority provided above to (1) remove employees from a project or unit because their services are no longer required or are not temporarily required, (2) start another project or unit, or (3) move employees to another project or unit where there is sufficient time to obtain the necessary employees through the District Division of Employment.

—Special Authorization Provision.

However, where employment division records indicate a lack of certified persons awaiting assignment to occupations in the intermediate and skilled wage classes, the State Director of Employment may authorize the Project Employment Officer to effect transfers of employees assigned in such wage classes, irrespective of the limitation prescribed above with respect to operating contingencies, provided there is observance of the other limitations prescribed.

—Preparation of WPA Form 401.

Where a transfer is to be effected by a Project Employment Officer under the authority contained herein, the designated representative of the operating division shall be responsible for approving *Project Personnel Request*, WPA Form 401, which shall be marked "Request for Transfer" and which shall state the names, addresses, identification numbers, assigned occupations, wage classes, and certification status of the employees to be transferred (see chapter 8 of volume 2). The Project Employment Officer shall cooperate with the operating division representative in the selection of the employees to be

—Selection of Transferees.

transferred. Care shall be taken to observe all pertinent assignment regulations in selecting employees to be transferred, particularly the regulations (1) requiring that persons be employed within reasonable proximity of their homes and (2) governing the employment of certified persons and project wage employees.

Local determination shall be made at the operating level, by agreement between the Division of Employment and the operating divisions concerned, which will prescribe the specific manner in which future transfers of workers from one unit of a project to another shall be accomplished. This arrangement should examine the needs of the project for transfer facilities and designate the most liberal method of the three suggested, consistent with the interests of project workers and the efficient operation of the project.

A description of the responsibilities, typical tasks, qualifications, and conditions of assignment for the job of Project Employment Officer are set forth elsewhere.[2]

—Routing of WPA Form 401.

The original of the requisition shall be marked "Request for Transfer" and shall be retained by the Project Employment Officer. Copies shall be sent to the supervisory employee in charge of the project or unit from which the employees are transferred and to the supervisory employee in charge of the project or unit to which the employees are transferred.

—Preparation of WPA Form 402.

It shall be the responsibility of the Project Employment Officer in such cases to prepare *Notice To Report to Work on Project*, WPA Form 402, for each employee designated for transfer, which shall be routed as provided for on pages 3.4.025-3.4.026.

[2] See appendix A, item 4-2.

Employment of Trainees on Household Workers' Training Projects

Assignments to Household Workers' Training Projects.

—Submission of Request.

Where it is determined to be advisable to assign certified persons to projects for training in household work, authority shall be requested by the State Work Projects Administrator of the Assistant Commissioner in charge of the Division of Employment. The request for authority shall be submitted in letter form, and the justification shall include a statement as to the number of paid and unpaid trainees involved. Special justification shall be submitted in cases where the proportion of proposed paid trainees at a training center will exceed 25 percent of the total number of trainees. Where authorization is given for the assignment of certified persons as trainees, the established schedule of earnings for such trainees shall be applicable, and the employment of such persons shall be subject to the rules and regulations set forth herein.

—Established Schedule of Earnings Applicable.

PART II. EMPLOYMENT OF CERTIFIED PERSONS AND PROJECT WAGE EMPLOYEES

Regulations governing the employment ratio of certified employees and project wage employees are set forth in this part, together with instructions regarding the submission of requests for exemptions from these regulations and the authorization of such exemptions.

Regulations Governing Employment of Certified Persons and Project Wage Employees

Employment of Certified and Project Wage Employees.

The term "project" as used in this part shall mean an official project, except in the case of Nation-wide projects. That part of a Nation-wide project operating within a State shall be considered as an official project in the State for the purposes of the regulations herein. Regulations set forth herein shall not be applicable to Supply Sections.

—95 Percent Ratio.

At least 95 percent of the employees on a project shall be certified employees, and at least 95 percent of the employees on a project shall be project wage employees, provided that one project supervisory employee may be assigned to a project employing fewer than 20 persons where necessary for efficient project operation. Subject to the limitations prescribed herein, exemptions from these regulations may be authorized by the Commissioner of Work Projects or his designated representative and by State Work Projects Administrators for projects, portions of projects, or specified project activities where necessary to assure the operation of sound projects.

— —Exemptions, Certified Employees.

Exemptions from the above regulations requiring that at least 95 percent of the employees on a project shall be certified employees may be authorized by the State Administrator as follows:

> To permit the employment of noncertified employees up to 10 percent of the total number of employees on the project, provided that at least 95 percent of all persons employed on all projects and the Supply Section in the State, including Federal agency projects operating in the State, are certified employees.

— —Exemptions, Project Wage Employees.

Exemptions from the above regulation requiring that at least 95 percent of the employees on a project shall be project wage employees may be authorized by the State Administrator as follows:

1. To permit the employment of project supervisory employees up to 10 percent of the total number of employees on the project.
2. To permit the employment for a period not to exceed one full 4-week fiscal period (28 days), at the opening, reopening, or closing of a project, of more than one project supervisory employee where necessary for the planning and scheduling or completing of project operations, provided that this exemption authority shall not be used to allow the employment of project supervisory employees on the project in excess of the normal needs of full-time project operation.

Provided, however in both (1) and (2) above, that at least 95 percent of all persons employed on projects operating in the State, including the Supply Section and Federal agency projects, are project wage employees.

—Project Supervisory Employees.

All project supervisory employees on projects are classed as noncertified employees. In any case, except as provided above, the prior authorization of the Assistant Commissioner in charge of the Division of Employment is required to permit the number of project supervisory employees assigned to a project to exceed 10 percent of the total number of employees on the project.

A project supervisory employee assigned to more than one project shall be charged to that project that is designated as the "key project."

For the purpose of determining the ratios of certified employees and project wage employees on a project to the total number of employees on the project, a summary report of *Employment on WPA Projects*, WPA Form 732, shall be used.

—Federal Agency Projects.

In accordance with the provisions of the Emergency Relief Appropriation Act, in no case may authorization be given for the employment on a project operated by another Federal agency of noncertified employees in excess of 10 percent of the total number of employees on the project.

Requests for and Authorization of Exemptions From Regulation Governing Employment of Certified Employees and Project Wage Employees

Exemptions From Regulations for Employment of Certified and Project Wage Employees.

—WPA Form 406.

REQUEST FOR EXEMPTION AUTHORIZATION, WPA Form 406.—WPA Form 406 is provided for use by State Work Projects Administrations in submitting requests for exemptions from the regulation governing the employment of certified employees and project wage employees.

WPA Form 406 also shall be used in submitting requests for exemptions from the regulation governing the hours of work of project wage employees (see page 3.6.006-3.6.007).

Requests on WPA Form 406 shall be prepared by the Division of Employment pursuant to requests of, and on the basis of a request and substantiating information furnished by, the operating division concerned.

— —Preparation.

Spaces are provided in the heading of the form to show (1) the address of the office of the Division of Employment to which the request is submitted (either State or central office), (2) the request number, (3) the State, (4) the official project number, (5) work project number (required only when requesting exemption from standard limitation of hours of work), and (6) the date. Each request submitted to the central office shall be numbered consecutively in a separate numerical sequence for each division, each number to be prefixed by the State identification number as used by the Treasury Department and by a code signifying the operating division concerned; e.g., the first request submitted for the Division of Operations in Wisconsin would be numbered "53-O-1," the first request for the Service Division would be numbered "53-S-1," the first request by the Division of Training and Reemployment under the jurisdiction of that Division would be numbered "53-T-1." A request for a Federal agency project in the State shall be coded "FA"; e.g., "53-FA-1."

The entries required in the body of the form are as follows:

Item A.—Enter a brief description and show the location of the project.

Item B.—Show the status of the project by indicating the percent of work completed and the date on which it is scheduled to be completed.

Item C.—This part of the form shall be used in submitting requests for exemption from the regulation governing employment of certified and/or project wage employees. Show the inclusive dates during which the requested exemption is to be effective. Under "Current Employment," show the number of employees currently assigned to the project. Under "Proposed Employment," show the contemplated employment for which the exemption authorization is requested.

Item D.—This part of the form shall be used in submitting requests for exemption from the usual regulations governing the hours of work of project wage employees. The inclusive dates, "Current Employment," and "Proposed Employment" shall be entered as described for Item C.

Item E.—This space is provided for justification of the request. If more space is needed, use the reverse side of the form or an attached sheet. In requesting an exemption for the employment of project supervisory employees, provide an itemized list of the titles and salaries of the project supervisory employees currently employed and a list of those it is proposed to employ, showing the number to be employed at each title and salary.

Item F.—If the project is operating under a current exemption authorization, enter the number of the authorization.

Item G.—Space is provided for the signature of an appropriate representative of the operating division and for the signature of the District Employment Officer where the request initiates in a district office.

Item H.—These spaces are provided for use where the authorization requested exceeds the authority of the State Administrator and the State Administrator approves the submission of the request to the Assistant Commissioner in charge of the Division of Employment. In such cases the original and one copy of the request together with the necessary justification shall be forwarded to the central office and one copy shall be forwarded to the Regional Director who shall transmit his recommendations to the central office.

WPA Form 406
Federal Works Agency
(Revised 12-20-41)

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

REQUEST FOR EXEMPTION AUTHORIZATION

To: _____

Division of Employment.

_____

Request No. _____
State _____
Official project No. _____
Work project No. _____
Date _____

A. Project description and location _____

B. Status of project _____ percent complete. Scheduled for completion by _____

C. Request is hereby made for exemption of the above project from the regulations governing the employment of certified persons and/or project wage employees for the period from _____ to _____ to permit employment as follows:

Wage class	Current employment					Proposed employment				
	Certified	Non-certified	Total	Percent noncertified	Percent supervisory	Certified	Non-certified	Total	Percent noncertified	Percent supervisory
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Unskilled "B"					X X X X X					X X X X X
Unskilled "A"					X X X X X					X X X X X
Intermediate					X X X X X					X X X X X
Skilled					X X X X X					X X X X X
Prof. and Tech.					X X X X X					X X X X X
Subtotal					X X X X X					X X X X X
Project supervisory	X X X X X			100	X X X X X	X X X X X			100	X X X X X
Grand total										

D. Request is hereby made for exemption of the above project from the usual regulations governing the hours of work of project wage employees for the period from _____ to _____ to permit employment in accordance with the following schedule:

Wage class	Current employment			Proposed employment			Hours of work[1]		
	Limited by 120 hours	Not limited by 120 hours	Total	Limited by 120 hours	Not limited by 120 hours	Total	Per day	Per week	Per period
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Unskilled "B"									
Unskilled "A"									
Intermediate									
Skilled									
Prof. and Tech.									
Subtotal							X X X X X	X X X X X	X X X X X
Project supervisory	X X X X X			X X X X X			X X X X X	X X X X X	X X X X X
Grand total							X X X X X	X X X X X	X X X X X

[1]Indicate hours of work requested for persons listed in column 6.

E. Justification (use reverse side or attachment if necessary) _____

F. Current exemption authorization No. _____

G. Recommended by: _____ (Division of Employment)

Requested by: _____ (Operating division)

H. The authorization requested exceeds the authority of the State Administrator and is herewith submitted to the Assistant Commissioner in charge of the Division of Employment.

Recommended by: _____ State Director of Employment.

Requested by: _____ State Administrator

(This form printed in Washington)

—WPA Form 407. **EXEMPTION AUTHORIZATION, WPA Form 407.**—WPA Form 407 shall be used by State Administrators in authorizing exemptions from the regulation governing the employment of certified employees and project wage employees. WPA Form 407 also will be used by the Assistant Commissioner in charge of the Division of Employment in authorizing exemptions of this character which are not within the authority of the State Administrator.

Instructions relating to the use of WPA Form 407 to authorize exemptions from the regulations governing the hours of work for project wage employees are set forth on page 3.6.007.

— —Preparation. The entries required in preparing WPA Form 407 are mostly self-explanatory. Spaces are provided in the heading of the form for (1) name and address, (2) the authorization number, (3) the State, (4) official project number, and

Federal Works Agency
WPA Form 407
Revised 12-20-41

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

EXEMPTION AUTHORIZATION

To:_____ Authorization No._____
State_____
O. P. No._____
W.P. No._____

Under the authority cited below and pursuant to request for exemption authorization, Request No._____, the following exemption(s) is (are) hereby granted for the project, or portion thereof, identified above. This authorization supersedes any existing authorization for the project, or portion thereof, with respect to the exemption(s) herein granted.

1. Authorizing the employment of not to exceed ____ noncertified employees, provided the total number of noncertified employees assigned to the project shall not exceed ____ percent of the total number of assigned employees on the project.
   Authorization effective _____ to _____ inclusive.
2. Authorizing the employment of not to exceed _____ project supervisory employees, provided the total number of project supervisory employees assigned to the project shall not exceed _____ percent of the total number of assigned employees on the project.
   Authorization effective _____ to _____ inclusive.
3. Authorizing the employment of _____ project wage employees in the _____ wage classes to work up to _____ hours per 4-week fiscal period, which hours of work shall not exceed _____ hours per day and _____ hours per week.
   Authorization effective _____ to _____ inclusive.

Conditions _____

Authority _____

Date _____ (Signed) _____
(Title) _____

(This form printed in Washington)

(5) work project number. Authorizations granted by the central office will be numbered in a separate sequence, and each number in the sequence will be prefixed with the State or Federal agency identification number as used by the Treasury Department.

The exemption(s) granted shall be shown under item 1, item 2, and/or item 3, as appropriate, in the body of the form together with the inclusive calendar period(s) during which the exemption(s) shall be effective.

— —Routing. Where WPA Form 407 is executed by the Assistant Commissioner in charge of the Division of Employment, the original and one copy of the authorization together with a copy of the request will be sent to the State Administrator. A copy of the authorization will be sent to the Regional Director.

Copies of such authorizations on WPA Form 407 shall be prepared by the State Administration to meet the requirements of the Division of Finance, the Division of Employment, and the operating division or Federal agency concerned.

Revised Apr. 24, 1942

PART III. ASSIGNMENT PROCEDURE

Assignment Procedure.

The instructions in this part deal with the procedure to be followed in the assignment of persons to projects, including the review by the Division of Employment of requisitions for workers and the transfer of employees between projects and project units. These instructions shall be applicable in the assignment of project wage, project supervisory, and special nonsupervisory employees.

Review of Requisitions for Workers

Review of Requisitions for Workers.

Each *Project Personnel Request*, WPA Form 401, received by the Division of Employment shall be reviewed to determine (1) that the information provided is adequate to enable the Division of Employment to make a proper assignment(s) and (2) that the assignment(s) requested may properly be made in accordance with applicable regulations. Instructions relating to the preparation and submission of *Project Personnel Request*, WPA Form 401, by the operating divisions are set forth in chapter 8 of volume 2.

—Factors To Be Considered.

Specific factors to be considered by the Division of Employment in the review of requisitions for workers, in addition to the general identifying and explanatory information required, are as follows:

— —Occupational Titles.

1. *Occupational Titles.*—The occupational titles designated in the request, including class, grade, and travel identification designations used in conjunction with project supervisory titles, shall be reviewed to determine that the type(s) of work to be performed warrant the applications of the designated. Only those titles which have been authorized in accordance with the regulations contained elsewhere[3] may be used in the assignment of persons to projects.

— —Ratios of Certified and Project Wage Employees.

2. Ratios of certified persons and project wage employees.

— —Transportation of Employees.

3. *Arrangements for Transportation of Employees.*—In cases where it will be necessary to transport employees to and from the project, the Division of Employment shall determine, before processing the request, that adequate arrangements have been made by the operating division to have the project sponsor furnish the necessary transportation or to have transportation furnished at the cost of the project.

— —Employment Quotas.

4. *Employment Quotas.*—It shall be the responsibility of the Division of Employment to determine that requested assignments may be effected within the limitations of employment quotas established by the State Administrator within the State.

— —Assignments to Work Camps.

5. *Assignments to Work Camps.*—Where the employees are to be domiciled in a work camp, it is the responsibility of the Division of Employment to arrange for physical examinations of the persons considered for assignment.

6. Completeness of information concerning special types of work to be performed.

The above items shall not be construed as an all-inclusive list of the factors to be considered by the Division of Employment in reviewing requests for project personnel. Consideration of other factors may be necessitated by local conditions.

[3] See appendix A, items 4-1 and 4-2.

—Assignment of Personnel.

After this review has been accomplished and it is determined that the WPA Form 401 is satisfactory, the Division of Employment shall select appropriate personnel to fill such requests and shall assign them by means of *Notice To Report to Work on Project*, **WPA Form 402.** The Division of Employment and the operating divisions shall cooperate in seeing that WPA Forms 401 are submitted sufficiently in advance to permit the Division of Employment to process them prior to the effective date.

Federal Works Agency
WPA Form 401
Revised 12-20-41

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

PROJECT PERSONNEL REQUEST
(Use this side for requisitioning personnel)

To: _____ Request No. _____
(Employment office and address)

From: _____ Date _____, 19__
(Operating division and address)

Please supply personnel as indicated below for Official Project No. _____

Work Project No. _____ Unit No. _____ Zone _____

Project description _____

Place to report (in detail) _____

_____

Transportation arrangements: _____

Report to _____
(Name and title)

Mail project copies of WPA Form 402 to _____
(Name and address)

Valid until _____, 19__

Remarks: _____

_____

Number of persons	Sex M or F	Wage class	Date to report	Describe in detail below the work to be performed and the occupational qualifications desired:
				Occupational title:
				Occupational title:
				Occupational title:
				Occupational title:
				Occupational title:

Approved by _____ Requisitioned by _____

For Division of Employment

Request filled, Date _____

Remarks _____

_____

By _____

(This form printed in Washington) (Front)

(Use this side for requesting release of personnel)

To: _____ Request No. _____
(Employment office and address)

From: _____ Date _____, 19__
(Operating division and address)

It is requested that employees be released as follows from Official Project No. _____

Work Project No. _____ Unit No. _____ Zone _____

Effective _____ A.M. ☐ P.M. ☐ _____ 19__, for the following reason: _____

Number or names of employees to be released (address, if required)	Identification No.	Occupation	Effective date	Reason for release

Requested by _____
(Name and title)

Approved by _____
(Name and title)

For Division of Employment

Release made by: _____

Date _____

(This form printed in Washington) *(Back)*

Requests for Noncertified Project Wage Employees

Requests for Noncertified Project Wage Employees.

Where it is determined by the Division of Employment that no qualified certified person is available to fill a request for the assignment of a project wage employee, the operating division concerned shall be requested to advise whether the assignment of a noncertified person is necessary. If the assignment of a noncertified person would require exemption from the regulations governing the employment of certified persons, the operating division shall be so advised.

—Selection of Person.

Upon determination by the operating division that the assignment of a noncertified person is necessary, and upon receipt of any necessary exemption authorization, the Division of Employment shall select the person from the files of those persons who have previously been employed by the Work Projects Administration or from referrals of the local office of the State Employment Service. Those persons selected who have previously been employed by the Work Projects Administration need not be referred by the State Employment Service. The local employment office shall be requested to send its referral form for the person selected by that agency to the Division of Employment.

—Assignment of Person.

Upon receipt of the referral form, and upon determination of the individual's eligibility for employment, the Division of Employment shall issue *Notice To Report to Work on Project*, WPA Form 402. In no case shall such assignment be effected until the Division of Employment has obtained a completed *Citizenship and Allegiance Affidavit*, WPA Form 610. Also, prior to assignment a completed *Work History*, WPA Form 450, shall be obtained.

NOTICE TO REPORT TO WORK ON PROJECT, WPA Form 402

Notice To Report to Work on Project, WPA Form 402. —Use.

All assignments and reassignments of persons to projects, including the transfer of employees between project units or between projects, and any change in the assigned status of an employee who is to remain on the same project, shall be accomplished through the execution of *Notice To Report to Work on Project*, WPA Form 402, by the District Division of Employment pursuant to requisitions submitted by the operating divisions. The only exception to the above regulation is contained in the authority of Project Employment Officers to transfer employees between project units or between projects under the conditions prescribed on page 3.4.010.

—Preparation. — —Source of Information.

Instructions relating to the entries required on *Notice To Report to Work on Project*, WPA Form 402, are set forth below. All information required for the preparation of the form by the Division of Employment should be available on the *Project Personnel Request*, WPA Form 401, and on the *Classification Card*, WPA Form 451, maintained for the person to be assigned. Instructions relating to the routing of the copies of WPA Form 402 are set forth on pages 3.4.025-3.4.026.

— —Entries Required.

Entries required on WPA Form 402 are as follows:

Wage Class.—In assigning a project wage employee, enter "UA," "UB," "I," "S," or "T," as appropriate. Enter "Su" if the person is to be employed as a project supervisory employee. Enter "Sn" for special nonsupervisory employees.

Identification No.—Enter the person's identification number.

Hour To Report.—Enter the hours, A. M. or P. M., the person is to report at the place deacribed below.

Date To Report.—Enter here the date on which the person is to report.

On Project No.—Enter the work project number. In assigning a project supervisory employee to more than one project, enter the designated key project number in this space.

Federal Works Agency
WPA Form 402
Revised 1-11-41

NOTICE TO REPORT TO WORK ON PROJECT

1 To pay roll unit	Wage class	Identification No.	Hour to report M	Date to report	On project No.	Unit No.
	Report ready for work at				As	
Other entries					Case No.	
Name Address City State					Sex / Race / Certified / Noncertified	
					Code / From project No.	
					Date issued	
Placement officer's signature				I hereby certify that I am the person named above. Employee's signature:		
Date employee starts	Foreman's signature			Penalties provided for illegal signature, transfer, or use of this form		

(This form printed in Washington)

Unit No.—Enter the unit number if the work project is divided into units.

Report Ready for Work at.—Describe the place to report adequately.

As.—Enter the occupational title at which the person is being assigned. In the case of project supervisory employes, also enter the class, grade, and/or travel identification designation which may be applicable. For a dual assignment, enter both occupations. For such assignments the form shall be marked "dual assignment."

Name, Address, City, State.—Enter the peraon's name and mailing address, bearing in mind that the person's copy will be mailed to him in a "window" envelope. Enter the person's Christian name, middle initial, if any, and surname. In no instance shall the person's Christian name be abbreviated.

Case No., Sex, Race.—Self-explanatory.

Certified, Noncertified.—Enter an "X" in the appropriate space. All project supervisory employees are employed as noncertified persons.

Code.—The following standard codes shall be used:

A	Initial assignment or reassignment other than following return from private or other public employment or following return from military service.
REP	Mandatory reassignment following return from private or other public employment.
REM	Mandatory reassignment following return from military service.
T	Transfer. If the transfer also involves a change in assignment status; i.e., a change of occupational title or certified status, use the code "TC."
C	Change in assignment status. Thia term indicates a change in the employee's assignment status; e.g., a change of occupational title, without change in project or project unit.

From Project No.—Where a transfer is effected, this space shall be used to show the number of the project and/or unit from which the employee is being transferred.

Date Issued.—Enter the date of preparation of the form.

Placement Officer's Signature.—Copy 1 of the executed WPA Form 402 shall be manually signed by the placement officer after the form has been prepared. However, the placement officer's name should appear on all copies of WPA Form 402; it may be typewritten on other than copy 1.

Date Employee Starts.—When the person reports on the project and is accepted by the supervisory employee in charge, the date on which the employee starts work shall be entered on the copies in the possession of the supervisory employee.

Foreman's Signature, Employee's Signature.—Instructions relating to the signing of the form by the employee and by the supervisory employee in charge of the project are set forth on page 3.4.025.

The date of the *Oath of Allegiance*, WPA Form 607, shall be inserted at the top of WPA Form 402, executed for project supervisory employees.

Revised Apr. 24, 1942

Routing of Copies of WPA Form 402

Routing of WPA Form 402 Copies.

Notice To Report to Work on Project, **WPA Form 402**, is provided in sets of five copies designated for ultimate disposition as follows:

Copy Number	*Disposition*
1	To Pay Roll Unit of Division of Finance
2	To files of Division of Employment
3	To project for project file
4	To employee
5	Unidentified (may be used for notification to referral agency)

—For Initial Assignment or Reassignment.

Instructions relating to the routing of WPA Form 402 when executed (1) for a person not currently employed on a WPA project, (2) to effect the transfer of an employee from one project unit to another or between projects, and (3) to effect a change in the assignment status of an employee who is to remain on the same project are set forth in the subsections below. Special instructions relating to the routing of WPA Form 402 in the case of an assignment involving two WPA districts are set forth on page 3.4.029.

Routing of WPA Form 402 for Initial Assignment or Reassignment.—When executed for a person not currently employed on a WPA project, copies 1, 2, and 3 shall be sent to the project, copy 4 shall be sent to the person, and copy 5 shall be retained in the files of the Division of Employment.

When the person reports on the project and is accepted, he shall be required to present copy 4 and shall sign copies 1, 2, 3, and 4. The supervisory employee in charge of the project or his representative shall witness the signature of the employee and shall then enter on copies 1, 2, 3, and 4 the date on which the employee begins work and his signature. Copy 1 shall be forwarded promptly to the Pay Roll Unit of the Division of Finance, copy 4 shall be returned to the employee, copy 2 shall be sent to the Division of Employment, and copy 3 shall be retained on the project.

If the person fails to report within 3 days of the effective date of the WPA Form 402, or if he refused the assignment upon reporting or is rejected by the supervisory employee in charge of the project, the supervisor will write "Failed to report," "Refused assignment," or "Rejected," whichever is appropriate, across the face of copies 1, 2, and 3. In instances where the person is rejected, the supervisory employee shall use the reverse side of copies 2 and 3 and set forth in detail the reason for the rejection. In case the person fails to report or refuses the assignment, the supervisor shall state the reasons whenever known. In such cases copies 1 and 2 shall be returned to the Division of Employment at the close of business on the effective date, and copy 3 may be retained on the project.

—For Transfer of Employee.

Routing of WPA Form 402 for Transfer of Employee.—When WPA Form 402 is prepared to effect the transfer of an employee from one project unit to another, or from one project to another, the copies shall be routed as follows:

Copy 1.—To receiving project or unit for signature of employee and supervisor and date employee starts; then forwarded to Pay Roll Unit of Division of Finance. This copy also shall be forwarded to Division of Finance to serve as a notice of termination if the employee fails to report, refuses the assignment, or is rejected.

Copy 2.—To receiving project or unit for signatures of employee and supervisor and date employee starts; then forwarded to Division of Employment.

Copy 3.—To receiving project or unit for project file.

Copy 4.—To releasing project for delivery to employee for presentation on project or unit to which transferred; then to be retained by employee. From this copy a notation of the transfer shall be made on the records of the releasing project which will indicate that the employee has been separated.

Copy 5.—To be retained by Division of Employment pending receipt of copy 2.

Instructions relating to the transfer of an employee's time record in such cases are set forth on page 4.1.0162.

—For Change in Status on Same Project.

Routing of WPA Form 402 for Change in Status on Same Project.—When WPA Form 402 is executed to effect a change in the status of an employee who is to remain on the same project or project unit, the copies shall be routed as follows:

Copy 1.—To project for signature of employee and supervisor and date employee starts under new status; then forwarded to Pay Roll Unit of Division of Finance.

Copy 2.—To project for signature of employee and supervisor and date employee starts under new status; then forwarded to Division of Employment.

Copy 3.—To project for project file.

Copy 4.—To employee.

Copy 5.—Retained by Division of Employment pending return of copy 2.

— —Rejection by Supervisor or Refusal by Employee.

If the supervisory employee in charge of the project rejects the employee, or if the employee refuses the change or fails to report, the supervisor shall write "Rejected," or "Refused by Employee," or "Failed to Report," across the face of copies 1, 2, and 3, return copy 2 to the Division of Employment, and send copy 1 to the pay roll unit of the Division of Finance to serve as a termination of employment. In case of rejection by the supervisor, he shall indicate on the reverse side of copies 1 and 2 his reason for rejection. In cases of such noneffective assignments, the Division of Employment may reassign the worker back to his previous status, place his records in the available-for-assignment file, or consider the worker as unavailable, depending upon the circumstances. Where the employee failed to report for employment and is considered unavailable for employment, "Unavailable" shall be stamped or typed on the WPA Form 402 in the District Division of Employment.

Retention of Employees on Superseding Projects

Retention of Employees on Superseding Projects.

When it is deemed desirable to retain the same employees in employment on a continuing, superseding, or consolidating project without change in assigned occupation, location, or earnings, and when there is not more than a 5-day interval between the closing of the old official project and the commencement of the new official project, employees may be assigned to the new official project by use of *Project Personnel Request,* WPA Form 401, as set forth herein. All other changes in assignments shall be effected by use of WPA Form 402.

—Preparation of WPA Form 401.

WPA Form 401 shall be prepared in an original and three copies by the designated representative of the operating division having supervision of the project. Where required by either the Division of Employment or the Division of Finance, the name, address, identification number, assigned occupation, and wage class of each employee assigned to the new official project shall be listed thereon, as well as the old official project number and the new official project number. Where it is not necessary for the above information to appear on the request for the change in project number, the notation "All employees currently assigned to project" shall be placed across the face of the form. The original shall be forwarded immediately to the Division of Finance, the first copy to the Division of Employment, the second copy to the supervisor in charge of the project, and the third copy shall be retained by the initiating office.

—Routing of WPA Form 401.

—Action by Division of Employment.

Upon receipt of WPA Form 401, the Division of Employment may change the project number on the WPA Form 402 that was used to effect the assignment to the original project by drawing a line through the old number and inserting the new number and its effective date.

Dual Assignments

Dual Assignments.

Where the operation of a project requires part-time work at a particular occupation and, because of the nature of that work, it is not possible to provide full-time employment at that occupation on the project, a dual assignment may be effected for the purpose of authorizing employment of the assignee on the project at an alternate occupation for which he is qualified.

—Limitations.

Dual assignments shall be determined to be necessary by the operating division only as a part of the regular planning of the work required to be performed on the project. Dual assignments shall not be used to meet contingencies such as weather conditions, delay in receiving materials, etc., or to rotate employment in a higher wage class. Each request for a dual assignment shall set forth justification therefor, including a brief description of the conditions on the project which warrant a dual assignment.

In making dual assignments, whenever possible every effort should be made to use an alternate occupation which is in the same wage class as the occupation at which the person is assigned.

—Designation on WPA Form 402.

Where a dual assignment is effected, the *Notice To Report to Work on Project,* WPA Form 402, shall be marked "Dual assignment" and shall reflect both of the occupations involved.

—Justification.

Requests for dual assignments shall bear full justification, including a brief description of the conditions on the project which warrant such assignment. Such requisitions are subject to the approval of the administrative office of the operating division concerned.

Assignments Involving Two WPA Districts

Assignments Involving Two WPA Districts.

In any case where it is proposed to assign certified persons to a project outside the WPA district in which they reside, the arrangements as to the number and classes of persons required and the provisions for any necessary transportation shall be subject to the specific prior approval of the State Work Projects Administrator or his authorized representative.

—State Administrator's Approval.

Upon such approval and upon receipt of *Project Personnel Request*, WPA Form 401, from the District Division of Employment serving the project, the assignments shall be effected by the District Division of Employment serving the area in which the person(s) to be assigned resides. The copies of WPA Form 402 in such cases shall be routed as follows:

—Procedure.

Copy 1.—To project for signatures of employee and supervisory employee in charge and transmittal to Pay Roll Unit of Division of Finance.

— —Routing of WPA Form 402.

Copy 2.—To project for same signatures and transmittal to District Division of Employment serving the project.

Copy 3.—To project for project file.

Copy 4.—To person for presentation upon reporting on the project; then to be retained by employee.

Copy 5.—Retained in file of issuing office.

If the person fails to report, refuses the assignment, or is rejected, the supervisory employee in charge of the project shall enter an appropriate notation on copies 1, 2, and 3 and shall route copies 1 and 2 to the District Division of Employment serving the project, which office shall transmit copy 1 to the office which made the assignment. If it is desired that another person be assigned in such cases, the assignment office shall be so advised.

— —Failure To Report, Refusal, or Rejection.

When the service of an employee assigned outside the administrative area where he resides is no longer required, a copy of the *Project Personnel Request*, WPA Form 401, shall be submitted to the office which made the assignment, and this office shall issue *Notice of Termination of Employment*, WPA Form 403, or provide for the reassignment of the person to a project within the administrative area in which he resides.

—Worker's Termination or Reassignment to Area of Residence.

Assignment of Project Supervisory Employees to More Than One Project

Assignment of Project Supervisory Employees to More Than One Project.

Project supervisory employees may be assigned to perform project supervisory functions on more than one project where the types of work involved and the geographical locations are such as to permit efficient supervision and economical operation.

Where conditions are appropriate for the employment of project supervisory employees on more than one project, the following procedure shall be observed.

—Preparation of WPA Form 401.

In submitting *Project Personnel Request*, WPA Form 401, to the Division of Employment for a project supervisory employee for employment on more than one project, the operating division shall indicate thereon the proposed supervisory title, class, and grade; the travel identification, if any; the official station; the key project number; the other projects to be supervised; and the project locations. Additional pages may be attached if necessary.

—Selection of Class Designation.

The class designation for a title shall be selected in accordance with provisions contained elsewhere,[4] and usually should be that of the project among those supervised which has the highest designation. Thus, if four projects are to be supervised and the class designations are one, two, three, and four, and are authorized for the project, the title usually should be designated as class four.

—Key Project.

The key project shall be a project to which the supervisory employee is assigned, and on which his employment shall be counted in controlling the authorized ratio of noncertified and project supervisory employees to the total number of persons employed on the project. In preparing *Notice To Report to Work on Project*, WPA Form 402, for such persons, only the key project need be listed, and the term "key project" shall be inserted immediately below the project number. A change in the projects supervised other than the key project may be made without the necessity for the issuance of a new WPA Form 402. However, the District Division of Employment shall be notified as to any changes in the list of projects being supervised. However, if any change is made in the key project or in the person's employment status, a new WPA Form 402 shall be issued. The routing of WPA Form 402 shall be the same as that of other project supervisory employees who are assigned to only one project.

[4] See appendix A, item 4-2.

Assignment of Project Wage Employees to More Than One Project

Assignment of Project Wage Employees to More Than One Project.

Project wage employees may be assigned to perform project wage duties on more than one project where such assignment is in order to meet certain operating contingencies and to utilize efficiently the service of the types of project wage employees set forth below:

1. Custodial personnel serving more than one project in the same building. This includes only such employees as janitors, charwomen, watchmen, telephone operators, and elevator operators.
2. Clerical personnel including only stenographic, clerical, timekeeping, and cost accounting employees who are under the direct supervision of a project supervisor who is assigned to more than one project, may be assigned to the same projects to which the project supervisor is assigned.

Where conditions are appropriate for the employment of the above designated project wage employees on more than one project, the following procedure shall be observed.

—Prior Approval of Regional Director.

Assignment of project wage employees to more than one project shall be made only with the specific and prior authorization of the Regional Director.

Requests for authorization to assign project wage employees to more than one project, submitted to the Regional Director in accordance with the above regulations, shall be accompanied by complete justification setting forth the necessity for making such assignments, the number of persons involved, and the occupational title to which they will be assigned. Where the request includes custodial employees, the project numbers to which they will be assigned and a statement as to whether the sponsor is able or willing to furnish such employees should also be included.

—Preparation of WPA Form 401.

In submitting *Project Personnel Request*, WPA Form 401, to the Division of Employment requesting the assignment of project wage employees to more than one project, the operating division shall indicate thereon the classification, the key project number, the other projects where the employee will be assigned, and the project locations. Project wage employees cannot be assigned a travel identification or at a higher classification to cover travel involved because of assignment to more than one project.

—Key Project.

The key project shall be a project on which the project wage employee shall be counted in controlling the authorized ratio of noncertified and project supervisory employees to the total number of persons employed on the project. In preparing *Notice To Report to Work on Project*, WPA Form 402, for such persons, only the key project number need be listed, and the term "key project" shall be inserted immediately below the project number.

A change in the projects to which the employee is assigned other than the key project may be made without the necessity for the issuance of a new WPA Form 402. The district Division of Employment shall be notified as to any changes in the list of projects. Where the key project is to be changed, a new WPA Form 402 shall be issued. The routing of WPA Form 402 shall be the same as for other project wage employees who are assigned to only one project.

Added Apr. 24, 1942

Chapter 5

TERMINATIONS

Terminations.

The termination of the employment of employees is the responsibility of the Division of Employment. Such terminations shall be effected by the Division of Employment by means of *Notice of Termination of Employment*, WPA Form 403. Action leading to termination may be initiated either by the Division of Employment or the operating divisions.

Instructions are set forth in this chapter regarding the regulations and procedures applicable in the termination of employment. Detailed instructions relating to the initiation of terminations by the operating divisions in accordance with project operation requirements and the employment policies of the Work Projects Administration are set forth in chapter 8, volume 2.

Preferences in Retention in Employment

Preferences in Retention in Employment.

Preference in retention in employment on projects shall be given to persons entitled to veterans' preference and thereafter, as far as practicable, on the basis of relative needs. Instructions relating to the determination of veterans' preference and of relative need are set forth on pages 3.2.034-3.2.035 and 3.2.040, respectively.

—Exceptions.

The above provisions are applicable where employees are being separated from projects in order to effect a partial reduction in the number of employees assigned to a project or project unit and are not applicable in instances where entire projects or units of a project are closed, or in instances where all workers in a given occupation are released. Also such provisions do not apply in cases of dismissal because of inability to perform work or for cause.

Other factors to be considered in effecting separations from projects in such cases are (1) proximity of residence and (2) project operating requirements as specified by the operating division.

Requests by Operating Divisions for Termination of Employment

Requests for Terminations.

—Use of WPA Form 401.

Project Personnel Request, WPA Form 401, will be used by the operating divisions to request the separation of employees from projects in accordance with project operating requirements and the employment policies of the Work Projects Administration. Detailed instructions relating to the responsibilities of the operating divisions in this connection are set forth in chapter 8, volume 2.

—Use of WPA Form 418.

WPA Form 401 shall not be used by the operating divisions to request the dismissal of an employee for disciplinary reasons. *Notice of Warning or Suspension*, WPA Form 418, is provided for this purpose (see pages 3.7.010-3.7.011).

—Review by Division of Employment.

Each request on WPA Form 401 shall be reviewed by the Division of Employment with the objective of determining that (1) the reason for the requested termination(s) is clearly established and (2) the action proposed is in accordance with the regulations of the Work Projects Administration. Where a request on WPA Form 401 provides for partial reduction of the number of employees in certain occupations on a project, the Division of Employment shall select the individuals to be separated. Where the type of work being done on a project warrants, the operating division may list the intermediate, skilled, and professional and technical workers on WPA Form 401 and indicate their relative abilities. Where the names of employees are listed on WPA Form 401, the Division of Employment may, after consultation with the operating division, revise the list of employees to be separated where such revision is necessary in order to carry out regulations regarding preferences in retention in employment.

Revised Apr. 24, 1942

Termination Due to 18 Months' Continuous Employment

Termination Due to 18 Months' Employment

With the exception of blind persons, veterans, unmarried widows of veterans, and wives of unemployable veterans, all certified employees who have been continuously employed on projects for more than 18 months shall be subject to removal from employment, provided that there are available for assignment to the jobs held by them other certified persons with the required job qualifications, who have been certified and available for assignment for a period of 3 months or more and who, during any part of that period, have not been employed on work projects.

—Assignment After 20 Days.

At the expiration of 20 days after the date of separation, persons who have been removed from project employment because of this regulation shall again be considered as eligible for assignment on an equal basis with other certified persons awaiting assignment; provided that such persons have been certified as a result of a redetermination of need and are otherwise qualified for assignment.

—Definition of "Continuously Employed."

The term "continuously employed" as used in this section shall mean project employment which has been continuous without a period of separation or interruption in such employment causing the absence of a payment of wages for a pay roll period and for which no make-up time is credited. Where there is an interruption in employment for any reason for a full pay roll period and for which the employee is paid no wages and credited with no make-up time, the interruption shall be construed as a break in the period of continuous employment. Where there has been an interruption in employment for any reason for a full pay roll period and make-up time is credited for the time lost during such period, the interruption shall not be construed as a break in the period of continuous employment.

—Determination of Continuous Employment.

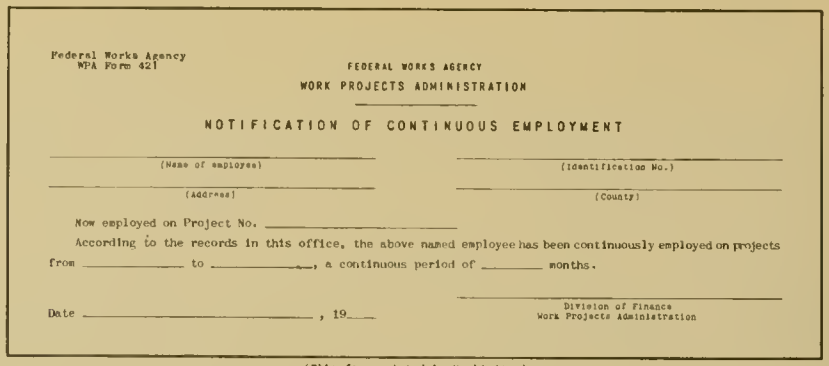
Duration of continuous employment shall be determined on the basis of each individual employee. In instances where two or more members of the same family group have been employed on projects at different times, the combined employment of all members of the family shall not be considered in determining the length of continuous employment. Any period of employment as a project supervisory employee by a person subsequently reassigned as a certified project wage employee, without break in service for one pay period, shall be included in the computation of the continuous employment of such person. However, changes shall not be made in the priority or employment status of a family group for the purpose of providing a break in the continuous employment of any employee.

—Information Sent to Division of Employment.

In order to carry out the provisions of this regulation, the *Individual Earnings Record*, WPA Form 507, will be used as the basis for determining the period of continuous employment. The Division of Finance will prepare and submit to the Division of Employment not later than the 10th of each month *Notification of Continuous Employment*, WPA Form 421, or a schedule containing the same information, for all certified employees who have been continuously employed for 17 months. WPA Form 421 will not be required each month for those employees who have been continued in employment beyond the 18-month period of continuous employment.

—Determination of Other Persons Available.

Upon receipt of *Notification of Continuous Employment*, WPA Form 421, the Division of Employment, after ascertaining the assigned occupations of the employees whose names appear thereon, shall determine whether there are available for assignment at such occupations other certified persons with the required job qualifications who have been certified for a period of 3 months or more and who during that period have received no project employment. If such persons are available, there shall be removed from employment a sufficient number of



Federal Works Agency
WPA Form 421

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

NOTIFICATION OF CONTINUOUS EMPLOYMENT

(Name of employee) _____ (Identification No.) _____

(Address) _____ (County) _____

Now employed on Project No. _____

According to the records in this office, the above named employee has been continuously employed on projects from _____ to _____, a continuous period of _____ months.

Date _____, 19__

Division of Finance
Work Projects Administration

(This form printed in Washington)

persons who have had 18 months' continuous employment to provide the required job opportunities for the available persons. The *Classification Card*, WPA Form 451, will be used for determining job qualifications and the period during which there has been no employment on work projects. For the purpose of determining whether persons awaiting assignment for 3 months or more are qualified for the assignments held by persons subject to the 18 months' provision, the occupational determinations made with respect to the person's "work qualified for" occupation shall be used.

—Segregation of WPA Forms 451.

The Division of Employment will tab or segregate the WPA Forms 451 of those employees who are retained in continuous employment status after having had 18 months' continuous employment in order that they may be checked each month with the awaiting-assignment file to determine whether they are to be removed. This will eliminate the necessity for the Division of Finance preparing a WPA Form 421 each month for all employees having 18 months' continuous employment. However, where an employee has had 18 months or more of continuous employment and is separated for any reason and reassigned before the expiration of one full pay roll period, it will be necessary for the Division of Finance to advise the Division of Employment by use of WPA Form 421 that such person is still subject to separation because of having had more than 18 months' continuous employment.

—Preparation of WPA Forms 403.

Where it is found that the employee is not a veteran, an unmarried widow of a veteran, the wife of a veteran who is unemployable, or a blind person, and is subject to separation in accordance with this provision, *Notice of Termination of Employment*, WPA Form 403, shall be prepared by the Division of Employment as far in advance of the effective date as practicable. The employee's copy shall be forwarded directly to him and other copies distributed according to instructions on page 3.5.008. The cause of separation, as shown on WPA Form 403 shall be as follows: "Removal required by law: 18 months' continuous employment. Certification canceled."

—Persons Retained in Employment After 18 Months.

In instances where such persons are to be retained in employment beyond the period of 18 months' continuous employment because there are no qualified certified persons available who have been awaiting assignment for 3 months or more and who may be assigned to the jobs held by them, such persons shall continue to accrue the period of continuous employment. The determination of the period of continous employment after the person reaches the 18th month shall be made on the same basis as before he reaches the 18th month of continuous employment. As long as the person is continuously employed after he accrues 18 months' continuous employment he is subject to removal, and a check shall be made once each month to determine if there are other qualified certified

persons available who have been awaiting assignment for 3 months or more and who may be assigned to the jobs held by persons having 18 months or more of continuous employment. However, if a person who has had 18 months or more of continuous employment is absent for any reason (other than separation because of 18 months' continuous employment) for a full pay roll period during which he is paid no wages and credited with no make-up time, such period shall be considered as a break in his period of continuous employment and he shall be entitled to start a new period of continuous employment when assigned.

—Federal Agency Projects.

In the case of a Federal agency project it shall be the responsibility of the Federal agency operating the project to prepare and submit to the Division of Employment not later than the 10th of each month WPA Form 421 or a schedule containing the same information for all certified employees who have been continuously employed for 17 months.

— —Persons Transferred From WPA Projects.

When an employee is assigned to a project of another Federal agency from a WPA project without interruption in employment as defined above, WPA Form 403 terminating his WPA employment shall show that the termination is for the purpose of assignment to a project of another Federal agency. Upon receipt of WPA Form 403 so marked, the Division of Finance will prepare and forward WPA Form 421 to the Division of Employment. It shall be the responsibility of the Division of Employment to advise the Federal agency of the number of months of continuous employment accrued by the employee prior to his assignment to the Federal agency project.

— —Persons Terminated Prior to 18 Months.

When certified employees are released from projects of other Federal agencies prior to the 18th month of continuous employment, the Federal agency shall notify the Division of Employment of the number of months of continuous employment accrued to such employee by means of a notation on the request for termination. When a certified employee is assigned to a WPA project after termination from a Federal agency project without an interruption of employment, as defined above, it shall be the responsibility of the Division of Employment to notify the Division of Finance by means of an appropriate notation on WPA Form 402. Upon receipt of WPA Form 402 containing notation of previous continuous employment, the Division of Finance will make appropriate entry in the "Remarks" column of *Individual Earnings Record*, WPA Form 507, and continue to record continuous employment when each time report is posted, as outlined above.

—Use of WPA Forms 402 and 403.

It is important that the request on WPA Form 401 be submitted sufficiently in advance of the effective date to permit review by the Division of Employment and necessary consultation with the operating division regarding the action requested. Persons selected for separation from a project pursuant to a request on WPA Form 401 shall either be terminated by means of *Notice of Termination of Employment*, WPA Form 403, or reassigned to other projects by means of *Notice To Report to Work on Project*, WPA Form 402. The separation from the project in question shall be made effective the date requested.

Classification of Termination Actions

Classification of Termination Actions.

In each instance of the termination of employment, the reason for the termination shall be clearly established and stated on the *Notice of Termination of Employment*, WPA Form 403. Provided below are standard statements for describing reasons for termination actions. The statements are grouped into four classifications for statistical reporting purposes.

It is not intended that the lists provided below shall be construed as including all possible reasons for termination actions, nor is it necessary that each notice of termination on WPA Form 403 contain one of the standard statements provided herein. However, these statements shall be used on WPA Form 403 so far as they are applicable.

—Discharges and Layoffs.

Discharges and Layoffs.—All terminations resulting from administrative action for the following types of reasons shall be included under this classification:

1. Necessary reduction in the number of employees.
2. Completion, discontinuance, or suspension of project or unit thereof.
3. Type of work to which assigned has been completed.
4. Inability to perform required duties.
5. Habitual absence from duties or irregular reporting.
6. Failure to accept private or other public employment.
7. Reassignment after return from other employment was not justified.
8. Eligible for unemployment compensation benefits.
9. Receiving assistance from the Farm Security Administration.
10. Cancellation of certification (include brief statement of reason).
11. Removal required by law: 18 months' continuous employment, certification canceled.
12. Replacement of person by other member of same family.
13. Illegal political activity.
14. Failure to maintain active registration with State Employment Service.
15. Termination for cause (include brief statement of reason).

—Private or Other Public Employment.

Private or Other Public Employment.—Include under this classification all terminations effected as a result of an employee obtaining employment in private industry or on a governmental activity not financed with WPA funds, as follows:

1. Placed in private employment.
2. Obtained private employment by other means.
3. Placed in public employment by the Work Projects Administration.
4. Obtained public employment by other means.

—Other Known Reasons.

Other Known Reasons.—Include under this classification terminations for which reasons are known but which are not classified above, as follows:

1. Illness.
2. Death.
3. Absence due to injury.
4. Moved to another locality.

5. Voluntary separation due to new sources of income.

6. Change to owner-operator status on a contractual basis.

—Reason Unknown.

Reason Unknown.—Include under this classification all terminations where the specific reason for the employee failing to report for work is unknown; e.g., "Absence for 5 consecutive working days without notice."

NOTICE OF TERMINATION OF EMPLOYMENT, WPA Form 403

WPA Form 403. —Use

Notice of Termination of Employment, WPA Form 403, shall be used by the Division of Employment to terminate the employment of an employees. WPA Form 403 also shall be used by the Division of Employment to separate an employee from (1) a WPA project where the employee is to be reassigned to a Federal agency project and (2) a Federal agency project where the employee is to be reassigned to a WPA project.

WPA Form 403 shall not be used in connection with the reassignment of an employee from one WPA project to another if there is no interruption of employment, or in changing the assigned status of an employee who is to remain on the same project.

The entries required on WPA Form 403 are self-explanatory. Care shall be taken to state clearly the reason for issuance of the notice.

—Routing.

The copies of WPA Form 403 shall be distributed as follows:

Copy 1.—Directly to Pay Roll Unit of the Division of Finance.

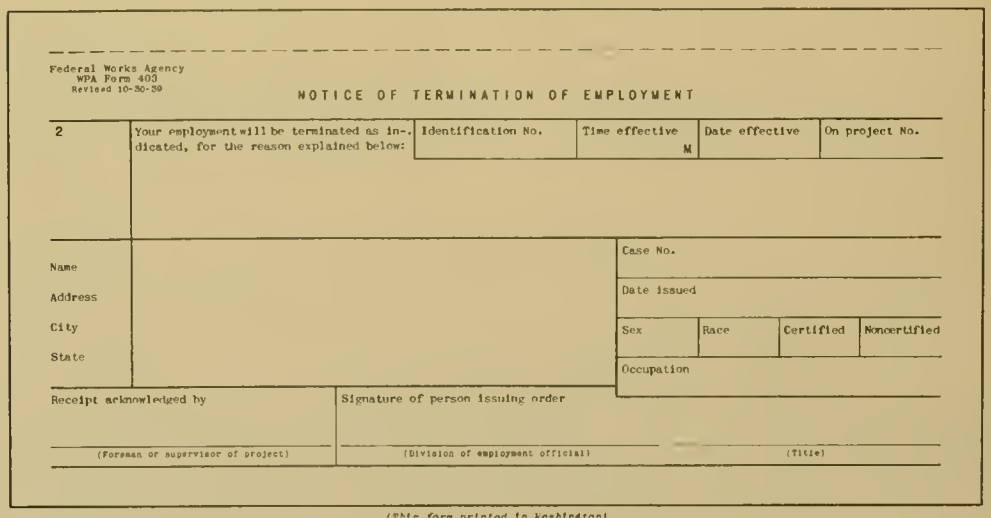
Copy 2.—Retained by the Division of Employment for its files.

Copy 3.—To project for project file.

Copy 4.—To employee.

Copy 5.—Directly to the local referral agency.

All WPA Forms 403 which indicate the person is unavailable shall have the word "Unavailable" stamped or typed on them before routing.



Federal Works Agency
WPA Form 403
Revised 10-30-39

NOTICE OF TERMINATION OF EMPLOYMENT

2	Your employment will be terminated as indicated, for the reason explained below:	Identification No.	Time effective M	Date effective	On project No.

Name
Address
City
State

Case No.
Date issued

Sex	Race	Certified	Noncertified

Occupation

Receipt acknowledged by
(Foreman or supervisor of project)

Signature of person issuing order
(Division of employment official)
(Title)

(This form printed in Washington)

Chapter 6

CONDITIONS OF EMPLOYMENT

PART 1. HOURS OF WORK

Regulations governing the standard assigned hours of work of project wage, project supervisory, and special nonsupervisory employees are set forth in this part, together with exemptions from such regulations under certain conditions of employment. Also included are instructions regarding the absence of employees from projects and instructions relating to allowable make-up time.

Standard Hours of Work for Project Wage Employees

Hours of Work of Project Wage Employees.

The standard assigned hours of work of project wage employees shall be 120 hours per 4-week fiscal period. No project wage employee shall be permitted to work in excess of 120 hours per 4-week fiscal period, 40 hours per week, or 8 hours per day, except as follows:

1. When making up allowable lost time (see pages 3.6.004-3.6.005). In such instances the maximum hours of work shall be 8 hours per day and 48 hours per week, except that where the amount of time to be made up is less than 6 hours and where the number of employees involved is sufficient to permit efficient operation, employees may be permitted to work 10 hours per day for the purpose of making up such lost time.
2. When authorized by the Commissioner of Work Projects or his authorized representative (a) in the case of an emergency involving the public welfare, (b) for the protection of work already done on a project, or (c) on projects certified by the Secretary of War or the Secretary of the Navy, respectively, as being important for military or naval purposes (see pages 3.6.006-3.6.007).
3. When authorized by the State Work Projects Administrator or his authorized representative (a) in the case of an emergency involving the public welfare except as noted below or (b) for the protection of work already done on a project, provided that the State Administrator's authority shall be limited to a period not exceeding 2 consecutive calendar days for each occasion necessitating such authorization (see pages 3.6.006-3.6.007). Since the Emergency Disaster Project is operated only to meet emergencies involving the public welfare, the standard limitation on hours of work shall not be applicable to this project in any State. The hours of work on the Emergency Disaster Project when operated in any State to avert danger to life, health, or property shall be arranged by the State Administrator or his authorized representative in accordance with the needs of the emergency.

— —Emergencies Involving Public Welfare, etc.

When the authority contained in item 2 or 3 above is exercised for an emergency involving the public welfare or to protect work already done on a project, the number of hours of work shall be governed by the circumstances unless otherwise limited by the terms of the authorization. In such instances

Revised July 6, 1942

the normal schedule of project operations shall be resumed upon expiration of the emergency. No adjustments shall be made in the normal schedule for the purpose of offsetting the overtime work during the emergency period.

In no instance shall a project wage employee be permitted to work more than one 8-hour shift in any period of 12 consecutive hours, except as may be authorized in accordance with item 2 or 3 above.

The schedule of hours of work for a project shall be arranged primarily in the interest of efficient project operation but shall not be arranged so as to cause undue or unreasonable hardship on project wage employees. Instructions relating to the responsibilities of the operating divisions with respect to hours of work are set forth in chapter 8 of volume 2.

Revised Apr. 24, 1942

Absence From Project

Absence From Project.

Employees shall be expected to report for work on each day and at the hour the project is scheduled for operation unless otherwise notified by a project official. Employees shall be instructed to notify the supervisory employee in charge of the project in advance, whenever practicable, of any contemplated absence.

—Interrupted Project Operations.

On scheduled workdays that the project does not operate because of temporary interruption beyond the control of the employees, every effort shall be made by the supervisory employee in charge to notify the workers in advance. In such instances it is not necessary for the employees to report to the project in order to be credited with allowable make-up time.

—Termination of Employees.

Employees who are absent from project employment for any reason with or without notice for 5 consecutive scheduled working days shall have their employment terminated. As of the 5th day of absence the supervisory employee in charge shall prepare *Project Personnel Request*, WPA Form 401, requesting the termination of employment for the following reason: "Absent 5 consecutive scheduled working days." If reason is known for the absence, the above quotation should be supplemented with an explanation as to the reason.

Allowable Make-Up Time

Allowable Make-up Time.

Project wage employees scheduled to work the standard assigned hours for such employees (i.e., 120 hours per 4-week fiscal period) shall be afforded every reasonable opportunity to earn the full scheduled earnings for the occupations at which they are assigned. Time lost on scheduled workdays by such employees under the circumstances outlined below shall be credited as allowable make-up time, provided that no project wage employee shall be allowed to accumulate allowable make-up time in excess of 65 hours.

Allowable make-up time accumulated by project wage employees may be made up during current or succeeding periods of employment as a project wage employee, except as provided below. In order to avoid loss of earnings to project wage employees, every effort shall be made to schedule project operations so as to permit such employees to make up allowable lost time during the pay roll period in which the time was lost.

—Employees Prohibited From Accruing.

Project wage employees assigned under exemption authorization to work more than 120 hours per 4-week fiscal period as well as those assigned to the Nation-wide vocational training project shall not be entitled to accrue allowable make-up time during such assignment, and previously accumulated allowable make-up time shall be liquidated each 4-week fiscal period during such assignment to the extent that the employee works in excess of 120 hours.

—Time Lost Which May Be Credited.

Time Lost Which May Be Credited as Allowable Make-Up Time.—Time lost on scheduled workdays by project wage employees under the following circumstances may be credited as allowable make-up time:

1. When the project does not operate because of weather conditions or temporary interruptions in project operations beyond the control of such project wage employees. Since some project wage employees may have to travel considerable distances to a project, every effort should be made to notify such employees in advance as soon as it is determined the project cannot operate. In such instances it is not necessary for the employee to report to the project in order to be credited with allowable make-up time.
2. When a project wage employee is unable to work because of—
   (a) Illness, including the illness or death of a member of the employee's immediate family.
   (b) Injury sustained in the performance of duty, subject to the provisions hereinafter set forth.
   (c) Training or service in the National Guard, Home Guard, Officers' Reserve Corps, Naval Reserve, Marine Corps Reserve, and Coast Guard Reserve.
   (d) Exercise of voting privilege.
   (e) A referral for interview for the purpose of other public or private employment.
3. When it is necessary to have a project wage employee report on a project workday at a point remote from the project for interview. Every effort shall be made to arrange for such interviews on nonscheduled workdays.
4. When a project wage employee is absent from the project, and—
   (a) In the opinion of the State Work Projects Administrator or his authorized representative, the cause of absence was reasonable.

(b) Application to credit such lost time as allowable make-up time is made in advance, or if application was not made in advance the circumstances are such as to warrant favorable action.

—Holidays.

Project wage employees shall not work on Federal and State legal holidays except upon prior authority granted by the State Work Projects Administrator. Time so lost by such employees shall be regarded as temporary interruptions in project operations to be made up in accordance with the regulations herein.

—Disability of Employee.

Where the disability of a project wage employee injured in the performance of duty does not exceed 30 days, upon his return to work he shall be granted allowable make-up time for time lost during the period of his disability. The allowable make-up time to be credited shall be limited only by the amount of allowable make-up time accumulated prior to the injury and the maximum of 65 hours, and shall not be affected by the amount of any compensation benefits allowed or paid.

—Cancellation.

Cancellation of Accumulated Allowable Make-Up Time.—The allowable make-up time previously accumulated by a project wage employee shall be canceled under the following conditions:

1. When certification of need is canceled for any reason, including cancellation because of 18 months' continuous employment.
2. When a period of 60 calendar days has elapsed from the date of separation of a project wage employee, during which no reassignment has been completed.

Exemptions From Regulations Governing Hours of Work of Project Wage Employees

Hours of Work of Project Wage Employees.

The regulations prescribed in this chapter provide in part that the normal assigned hours of work of project wage employees shall be 120 hours per 4-week fiscal period, and that no project wage employee shall be permitted to work in excess of 120 hours per 4-week fiscal period, 40 hours per week, or 8 hours per day unless exemptions have been properly authorized in accordance with items 2 and 3 on page 3.6.001, except where necessary to work allowable make-up time.

For the purpose of making up lost time, project wage employees shall not be permitted to work in excess of 8 hours per day or 48 hours per week.

—Exemptions.

Instructions regarding the use of *Request for Exemption Authorization*, WPA Form 406, in the submission of requests for the types of exemptions outlined above, and *Exemption Authorization*, WPA Form 407, in granting such exemptions are set forth below. Instructions relating to the use of WPA Forms 406 and 407 in the submission of requests for and authorization of exemptions from the regulations governing the employment of certified persons and project wage employees are set forth on pages 3.4.015-3.4.017.

— —Telegraphic Approval in Emergencies.

The instructions herein shall not be construed as requiring the advance submission of a request on WPA Form 406 to the Assistant Commissioner in charge of the Division of Employment where the exigencies of a situation such as an emergency involving the public welfare or the protection of work already done on a project necessitate prompt action. In such situations telegraphic approval will be granted by the Assistant Commissioner on the basis of a request made by telephone or telegram. However, such approval shall not eliminate the necessity of the State Administration submitting a confirming request on WPA Form 406, or by letter, pursuant to which a confirming authorization will be issued by the Assistant Commissioner on WPA Form 407, or by letter.

— —WPA Form 406.

— — —Use.

Use of WPA Form 406.—*Request for Exemption Authorization*, WPA Form 406, shall be used by State Work Projects Administrations to submit requests to the Assistant Commissioner in charge of the Division of Employment for exemptions from the regulations governing the hours of work for project wage employees when necessary (1) on a certified national defense project or (2) for an emergency involving the public welfare or for the protection of work already done on a project where the authorization of the Assistant Commissioner is required.

The State Administrator, at his discretion, also may require that a request be submitted on WPA Form 406 for an exemption covering an emergency involving the public welfare or for the protection of work already done on a project, where such exemption may be authorized by the State Administrator or his authorized representative.

Instructions regarding the entries required in the heading of WPA Form 406 and for items A, B, F, and G of the form are set forth on page 3.4.015. Item C of the form shall be disregarded in submitting requests for exemptions from the regulations governing the hours of work for project wage employees in accordance with the provisions of this section, unless it is intended also to request an exemption for the regulations governing the employment of certified persons and project wage employees.

— — —Preparation.

Instructions regarding the entries required under items D and E in accordance with the above provisions are as follows:

Item D.—Spaces are provided under this item to show (1) the number of project wage employees currently employed on the project by wage classes, and (2) the proposed maximum hours of work per day, per week, and per 4-week fiscal period for each wage class.

Spaces also are provided for showing the inclusive dates of the calendar period for which exemption authorization is requested. When the request is for a temporary exemption due to an emergency involving the public welfare or to protect work already done on the project, enter the inclusive dates of the 4-week fiscal period(s) involved.

Item 5.—This space is provided for justification of the request. In the case of a request for a temporary exemption due to an emergency involving the public welfare, enter the specific dates on which overtime work is required. Explain fully the circumstances necessitating the exemption.

Where an exemption is requested for a certified national defense project, the request shall include or be accompanied by a statement signed by the State Administrator specifically identifying the project as a certified national defense project and indicating the authority for so classifying the project. The circumstances necessitating the exemption request shall be explained fully. It is not expected that exemptions will be requested on such projects where the situation can be met by assignment of additional employees at the standard hours of work, including the use of additional shifts, the use of additional persons on the sponsor's pay roll, or the use of such additional mechanical equipment as may be obtained within the limitations of the funds available. Specific justification shall be provided where it is proposed to use employees regularly in excess of 8 hours per day or 40 hours per week. In cases where exemption is necessary for only certain occupations within a wage class, the specific occupational titles shall be stated under this item.

— —WPA Form 407.
— — —Use.

Use of WPA Form 407.—*Exemption Authorization*, WPA Form 407, shall be used by State Administrations in authorizing exemptions from the standard hours of work for project wage employees for not more than 2 calendar days (1) in the case of an emergency involving the public welfare or (2) for the protection of work already done on a project.

WPA Form 407 also will be used by the Assistant Commissioner in charge of the Division of Employment in authorizing exemptions from the standard hours of work for such employees in those cases not within the authority of the State Administrator.

— — —Preparation.

The provisions of pages 3.4.015-3.4.017 regarding the general preparation of WPA Form 407 also shall be applicable when the form is used to authorize exemptions from the regulations governing the hours of work of project wage employees. The terms of the authorization shall be shown under item 3 by indicating (1) the maximum number of project wage employees who may be employed under the exemption authorization, (2) the wage class(es) to which the authorization is applicable, and (3) the maximum hours of work per day, per week, and per 4-week fiscal period. Spaces also are provided to show the inclusive dates of the calendar period during which the authorization shall be effective. For emergency overtime employment, this calendar period shall be the 4-week fiscal period involved, since it is the policy of the Work Projects Administration that the normal schedule of project operations shall be resumed upon expiration of such emergency and that no adjustments shall be made in the normal schedule of operations for the purpose of offsetting the overtime work during the emergency period.

The space provided for "Conditions" shall be used, where emergency overtime employment is authorized, to show the specific date(s) on which overtime employment is authorized and to specify other special conditions under which the exemption is authorized. Where the authorization is to be applicable only to certain occupations within a wage class, the occupational titles in such wage class to which the authorization shall be applicable shall be shown in this space. Similarly, where it is desired that the authorization shall be applicable only to a work project or other unit within the official project, the specific work project(s) or unit(s) to which the authorization shall be applicable shall be shown in this space.

— — —Routing.

Where WPA Form 407 is executed by the Assistant Commissioner in charge of the Division of Employment, the original and one copy of the authorization and a copy of the request will be sent to the State Administrator. A copy of the authorization also will be sent to the Regional Director.

Copies of authorizations on WPA Form 407 shall be distributed by the State Administration to the Division of Finance, the Division of Employment, and the operating division or Federal agency concerned.

Hours of Work of Project Supervisory and Special Nonsupervisory Employees

Hours of Work of Supervisory and Special Nonsupervisory Employees.

The minimum assigned hours of work for project supervisory and special nonsupervisory employees shall be established by the State Work Projects Administrator by means of *Schedule of Titles and Salaries for Project Supervisory Employees*, WPA Form 420 (see pages 3.3.016-3.3.017). In no case shall the minimum assigned hours of work so established be less than 120 hours per 4-week fiscal period.

The actual hours of work required of each project supervisory and special nonsupervisory employee shall be governed by the requirements of the duties to which the employee is assigned, provided that the minimum hours of work required shall be not less than the minimum established by the State Administrator in the applicable schedule on WPA Form 420. Project supervisory and special nonsupervisory employees are not entitled to accrue allowable make-up time.

PART II. EARNINGS

Set forth in this part are general regulations governing the earnings of employees, together with detailed instructions regarding the schedules of earnings for project wage employees. Also included herein are regulations pertaining to compensation for time lost and expenses incurred by employees testifying in judicial proceedings and regulations for the making of subsistence deductions from the earnings of employees domiciled in work camps.

Schedule of Earnings for Project Wage Employees

Earnings Schedule for Project Wage Employees.

All project wage employees shall be paid in accordance with the schedule of earnings authorized in General Order No. 4 of the Work Projects Administration and amendments thereto, as adjusted to conform to the 4-week fiscal period basis of operations. The schedules shall be adjusted by multiplying the rates established in General Order No. 4 by twelve-thirteenths. The product thus obtained shall be the authorized schedule of earnings per 4-week fiscal period. General Order No. 4 of the Work Projects Administration is contained on pages 1.C.009-1.C.010.

—Adjustments.

Adjustments may be authorized in the schedule of earnings by the Assistant Commissioner in charge of the Division of Employment. Requests for such adjustments should be submitted by letter to the Assistant Commissioner in charge of the Division of Employment. The request should include full justification for the adjustment.

—Payments in Excess of Schedule.

Project wage employees may be paid in excess of the authorized schedule of earnings per 4-week fiscal period only where authorization has been granted for hours of work in excess of the standard 120 hours per 4-week fiscal period (1) in order to make up allowable lost time, (2) for an emergency involving the public welfare or for the protection of work already done on a project, or (3) on projects certified by the Secretary of War or the Secretary of the Navy, respectively, as being important for military or naval purposes.

—State Administrator's Order.

State Administrator's Order Designating Application of Schedule of Earnings.— Each State Work Projects Administrator shall issue a State Administrator's order designating the application of the authorized schedule of earnings in accordance with the provisions of General Order No. 4 of the Work Projects Administration and amendments thereto. Counties shall be grouped in the State Administrator's order according to the 1940 population of the largest municipality in each county. The earnings per 4-week fiscal period for each wage class shall be shown for each group of counties. Where a part of a county is included in one of the metropolitan districts prescribed in General Order No. 4, the name of the county, followed by the words "Metropolitan district only" in parentheses, shall be included in the appropriate group of counties according to the 1940 population of the metropolitan district. In such cases the name of the county, followed by the words "Other than metropolitan district" in parentheses, also shall be included in that group of counties as determined by the 1940 population of the largest municipality in the county.

— —Distribution of Copies.

Sufficient copies of each such State Administrator's order shall be prepared to provide for distribution to other Federal agencies concerned, local offices of the State Administration, and other interested parties and for posting at all project locations. Sufficient copies shall be distributed to the State Director of Finance for supplying the requirements of the Audit Division, General Accounting Office, Washington, D. C., and the Treasury Regional Accounts Office. In addition, five copies of the order shall be sent to the Assistant Commissioner in charge of the Division of Employment.

—Geographical Application.

Application of Schedule of Earnings.—The schedule of earnings authorized in General Order No. 4 of the Work Projects Administration and amendments thereto is applicable to designated geographical areas. The schedule established for a given area shall be applicable to all projects situated within that area, irrespective of the places of residence of the project wage employees assigned to the projects, except as provided below.

— —Project Covering More Than One Wage Area.

Where the physical continuity of a project covers more than one wage area and the operation of the project requires that the same group of project wage employees perform work in more than one wage area for the duration of project operations, the schedule of earnings for the project wage employees assigned to the project shall be the highest schedule applicable among the wage areas involved.

— —Necessary Adjustments.

Where project wage employees from one wage area are assigned to work on projects in a lower wage area, and it is considered desirable to apply the higher schedule of earnings to the entire project or a unit thereof because of this condition, a request for an adjustment in the prescribed application of the schedule of earnings should be submitted by letter to the Assistant Commissioner in charge of the Division of Employment. The request shall include full justification and shall state the number of project wage employees assigned to the project from each of the wage areas involved. Information also should be included regarding the probable effect, if any, on other projects operating in the vicinity. A copy of the request shall be forwarded to the Regional Director who will forward his recommendations to the Assistant Commissioner.

If the adjustment is authorized by the Assistant Commissioner, the State Administrator shall issue a special State Administrator's order providing for application of the adjusted schedule of earnings to the project. Such authorization shall be applicable to all project wage employees on the project. No adjustments will be authorized for only a part of the project wage employees on the project or unit.

Schedule of Earnings for Trainees in Vocational Schools

Earnings of Vocational Trainees.

Persons assigned to the Nation-wide vocational training project as trainees in vocational schools shall be paid in accordance with the schedule of earnings for the area in which the school is located. Such trainees shall be assigned in the Unskilled "A" wage class and shall be paid the Unskilled "A" rate on the same basis as other project wage employees. In instances where exemptions are authorized permitting such trainees to work more or less than 120 hours per 4-week fiscal period, their earnings shall be increased or decreased in proportion to the increase or decrease in hours of work authorized by the exemption. Where the authorized hours of work are 120 or less per 4-week fiscal period, they shall be paid on the basis of the adjusted schedule of earnings as provided in General Order No. 4, Amendment No. 1. Where the authorized hours of work are more than 120 per 4-week fiscal period, they shall be paid on the basis of the schedule of earnings provided in General Order No. 4.

Revised Apr. 24, 1942

Schedule of Earnings for In-Plant Preemployment Trainees

Earnings of In-Plant Preemployment Trainees.

The schedule of earnings established in General Order No. 4 for the Unskilled "A" wage class applicable to the area in which the plant is located shall be applicable to WPA in-plant preemployment trainees except in instances where such schedule of earnings would be in conflict with a minimum rate of pay fixed by law or by an employer-employee agreement.

—Requests for Special Schedule.

If the schedule of earnings for the Unskilled "A" wage class cannot be applied satisfactorily because of conflict with the minimum rate of pay fixed by law or by an employer-employee agreement, the State Administrator shall submit, by letter to the Assistant Commissioner in charge of the Division of Employment, a request for the establishment of a special schedule of earnings for such in-plant preemployment trainees based on the product of 120 hours and the minimum hourly rate of pay fixed by law or employer-employee agreement.

— —Information To Be Submitted.

In presenting the request to the Assistant Commissioner in charge of the Division of Employment, the following information shall be submitted:

1. The schedule of earnings per 4-week fiscal period of 120 hours.
2. The number of hours scheduled for 4-week fiscal period.
3. The name of the plant, its location, and product manufactured.
4. Date on which training begins.
5. The reason or reasons for the selection of the particular schedule of earnings. (Learner's rate, minimum wage, union agreements, etc.)

General Regulations Governing Earnings of Employees

General regulations governing the earnings of project wage employees and project supervisory and special nonsupervisory employees are as follows:

Regulations Governing Earnings.

Project Wage Employees.—Payments may be made to project wage employees only for time actually worked, including duly authorized preparation time. Where it is necessary to interview a worker on or near the project, the time required for the interview shall be considered as time worked.

—Project Wage Employees.

Project Supervisory and Special Nonsupervisory Employees.—Project supervisory and special nonsupervisory employees shall not be paid for overtime, nor shall any deductions be made for any nonscheduled workday(s) when such an employee is not required to be on duty. Deductions for each day of voluntary absence shall be made on the basis of one twenty-eighth of the employee's salary per 4-week fiscal period. The minimum deduction shall be one-tenth of a day, and all deductions shall be multiples thereof. The deduction for voluntary absence for a fraction of a day shall be computed in the ratio that the number of hours absent bears to the hours of work required on that day.

—Supervisory and Special Nonsupervisory Employees.

Necessary absence of employees from project duties under the following circumstances shall be credited as time worked:

—Absence Credited as Time Worked.

1. Where an employee is required to be absent from his project duties to give evidence requested by authorized agents of the Division of Investigation, officials of the State Work Projects Administration specifically designated by the State Administrator, or authorized officials from the regional and central offices.
2. Where an employee is required to testify as a witness for the Government in any judicial proceedings, or as a witness in any official capacity, or to produce official records in any judicial proceeding.
3. Scheduled hours lost by an injured employee on the day of the injury or on the day disability commences, and scheduled hours lost by an injured employee after his return to work in order to obtain medical treatment that could not be obtained outside his scheduled working hours, provided the injury was sustained in the performance of duty.
4. Scheduled hours lost by an employee in transporting a worker who has been injured or become ill from the project to a doctor, hospital, or to the injured or ill employee's home.
5. Scheduled hours lost by a male employee on the day he is required to register with a local registration board or report for physical examination under the terms of the Selective Training and Service Act of 1940.

Compensation for Time Lost and Expenses Incurred by Employees Testifying as Witnesses in Judicial Proceedings

Compensation for Employees Testifying as Witnesses.

Project Supervisory and Special Nonsupervisory Employees.—Compensation for time lost and expenses incurred by project supervisory and special nonsupervisory employees testifying as witnesses in any judicial proceeding shall be as follows:

—Supervisory and Special Nonsupervisory Employees.

1. Pursuant to the provisions of section 850 of the Revised Statutes, a project supervisory or special nonsupervisory employee who is subpenaed to testify as a witness for the Government at Federal grand-jury proceedings or at a trial of a case will be reimbursed for his actual expenses from appropriations available to the Department of Justice with no salary deduction. The Work Projects Administration will pay the employee his salary only.

2. In accordance with a decision of the Comptroller General of the United States (15 Comp. Gen. 196), a project supervisory or special nonsupervisory employee, when subpenaed to testify as a witness in an official capacity, or to produce official records in private or other litigation, or at other than Federal grand-jury proceedings, shall be considered as in a duty and pay status during the period of his necessary absence. In such cases the employee shall be instructed to collect the authorized witness fees and allowances for expenses of travel and subsistence and shall account for the total amount received to the Work Projects Administration. Such total amount, if not in excess of the employee's actual travel and per diem expenses, shall be credited to the appropriation from which the expenses were paid. Any amount collected by the employee in excess of his actual expenses shall be deposited in the United States Treasury as "Miscellaneous Receipts."

3. A project supervisory or special nonsupervisory employee, when subpenaed to testify as a witness in other than an official capacity, or other than as a witness for the Government, is entitled to the usual witness fees and expenses. The time absent on such occasions shall be charged as voluntary absence.

—Project Wage Employees.

Project Wage Employees.—Compensation for time lost and expenses incurred by project wage employees testifying as witnesses in any judicial proceeding shall be as follows:

1. A project wage employee, when subpenaed to testify as a witness for the Government in any judicial proceeding, or as a witness in an official capacity, or to produce official records in any judicial proceeding, shall be considered as in work and pay status on all days, whether scheduled or nonscheduled workdays, on which he is required to be present as a witness, to the extent of the maximum hours which the employee can work in the 4-week fiscal period; i.e., the employee's normal assigned hours plus any allowable lost hours to his credit. In such cases, the employee shall be instructed to collect the authorized witness fees and allowances for expenses of travel and subsistence and shall account for the total amount to the Work Projects Administration. Such total amount, if not in excess of the employee's travel and per diem expenses, shall be credited to the appropriation from which the expenses were paid. Any amount collected by the employee in excess of his actual expenses shall be deposited in the United States Treasury as "Miscellaneous Receipts."

2. A project wage employee shall not be paid for time lost when required to testify in a private capacity in any judicial proceeding, and such employees shall not be credited with allowable make-up time for such absence.

Subsistence Deductions for Employees Domiciled in Work Camps

Subsistence Deductions for Work-Camp Employees.

Deductions for subsistence furnished employees domiciled in work camps shall be made from the earnings of such employees. Such deductions shall be made for each camp day or fraction thereof during which an employee receives a meal or lodging. A camp day shall consist of the 24-hour period beginning with the hour when project operations usually commence each day.

—Charges Included.

The rate of subsistence deductions shall include (1) a charge for meals based on the average daily cost per worker of unprepared food; (2) a charge for lodging and other services furnished which normally should not exceed 7 cents per day and which should exclude any costs of camp construction, equipment, or repairs or replacements thereto; and (3) a charge which normally should not exceed 3 cents per day for emergency medical treatment, hospitalization, or burial in noncompensable cases of illness, injury, or death, provided that the maximum subsistence deduction rates shall be kept within the following limits:

—Maximum Rates.

Wage region	*Maximum deduction rate per day*
I	$0.55
II	$0.60
III	$0.45

—Establishment of Rate.

The charges established will be governed by the following considerations: (1) the charge for food should be equivalent to the estimated cost of unprepared food; (2) the charge for lodging and other services furnished shall include the estimated cost of all expendable items which will be consumed in maintenance of the camp, except that costs in excess of the 7-cent maximum prescribed above may be included only when justified by unusual circumstances, and this charge shall not include costs of camp construction, equipment, or repair as well as camp labor; (3) the charge for emergency medical treatment, hospitalization, or burial should include the estimated average cost, which may be expected to be no higher than 3 cents, to be incurred for this purpose in connection with the operation of all of the camps in the State. Thus, while the deduction for emergency medical treatment, hospitalization, or burial may be inadequate to cover actual costs for one camp, it may be excessive in another camp.

—Cost of Medical Services.

The costs of providing for the services of a Chief Physician and, where necessary, an Assistant Chief Physician, as well as facilities for rendering first aid and maintaining the general health level of employees domiciled at the camp, shall be chargeable to over-all project costs and shall not be considered in establishing the amount to be included in the subsistence deduction rate to cover the cost of emergency medical treatment, hospitalization, or burial in noncompensable cases of illness, injury, or death. However, medical supplies used within the camp may be included in the charges for lodging.

Allowance shall be made in over-all project limitations to provide for costs of camp operations not covered by subsistence deductions.

A separate schedule of subsistence deduction rates shall be established in accordance with the above provisions for each official project involving the operation of work camps.

—Authority of State Administrator To Establish Rates.

State Work Projects Administrators are authorized to establish subsistence deduction rates applicable to project employees domiciled in work camps, without prior approval of the Assistant Commissioner in charge of the Division

of Employment, provided such rates are established in accordance with instructions set forth herein and do not exceed the maximum subsistence deductions established for each wage region. State Administrators also are authorized to establish charges for meals and accommodations furnished authorized nonproject personnel.

—State Administrator's Orders.

A State Administrator's order shall be issued for each project on which subsistence deductions are to be made from the earnings of employees domiciled in a work camp.

Each State Administrator's order shall reflect the following information:

1. Camp description and location.
2. Official project number and work project number of the project under which the work camp is to be operated, and project description.
3. Official project number and work project number of the project to which the employees are to be assigned, and project description.
4. Items for which deduction is made.
5. Rate of deduction in total (to be broken down according to specific items included in item 4).
6. Charges for meals and accomodations which may be furnished authorized nonproject personnel.
7. Effective date of authorization.
8. Expiration date of authorization.

A copy of each State Administrator's order shall be forwarded to the Assistant Commissioner in charge of the Division of Employment.

—Request for Approval of Rates.

Schedules for subsistence deduction rates which are not in accordance with instructions set forth herein shall be subject to the prior approval of the Assistant Commissioner in charge of the Division of Employment. Requests for approval of such subsistence deduction rates should normally be submitted at the time the project application is submitted or, in the case of a previously approved project, at the time request for authorization to operate the work camp is submitted. A copy of the request shall be submitted to the regional office in order to expedite transmittal of the Regional Director's recommendations.

Requests of other Federal agencies for approval of subsistence deduction rates for employees domiciled in work camps financed by transfer of WPA funds shall be submitted to the State Administrator for appropriate action.

— —Information To Be Included.

Requests for subsistence deduction rates should set forth the following information:

1. The official project number under which the work camp is to be operated. If the request is submitted with the project application, the State serial number of the application shall be given.
2. The date on which work-camp operations are to commence and the calendar period during which it is proposed to operate the work camp.
3. A breakdown of the proposed subsistence deduction rate, showing per worker per camp day each of the three elements outlined above; namely, (a) the estimated cost of unprepared food; (b) a charge for lodging and other services; and (c) the estimated cost of emergency medical treatment, hospitalization, or burial.

4. An estimate per worker per camp day of subsistence costs, exclusive of capital items, of operating the work camp not included in item 3 above.

— —Rates Higher Than Maximum.

In any case where the subsistence deduction rate proposed is higher than the maximum prescribed herein, or where a charge of more than 7 cents per day is proposed for lodging and other services, or where a charge of more than 3 cents per day is proposed to cover the cost of emergency medical treatment, hospitalization, or burial in noncompensable cases of illness, injury, or death, specific justification therefor shall be submitted with the request.

PART III. OTHER CONDITIONS OF EMPLOYMENT

The material in this part is comprised of instructions regarding the various requisites for eligibility for employment as conditions for continuing employment, and instructions applying to the maintenance of active registration with the State Employment Service as a condition of employment for certified project wage employees.

Maintenance of Active SES Registration by Certified Project Wage Employees

SES Registration as Condition of Employment.

Active registration with local employment offices of the State Employment Service shall be a condition of eligibility for certification and a condition of employment of certified project wage employees (see page 3.2.047).

—Responsibility of Supervisory Employee in Charge of Project.

The supervisory employee in charge of a project shall require each person assigned to the project as a certified project wage employee to present, upon reporting for work on the project, his SES identification card, which reflects whether the individual is maintaining his registration on an active basis. If a person whose SES registration is not active is assigned to project employment, he shall be accepted for employment with the condition that his registration be renewed within a period of 10 days. In accepting such employees the project supervisor shall issue *Notice of Warning or Suspension*, WPA Form 418, as a warning, clearly stating the reason for its issuance. If the employee fails to renew his registration within 10 days from the date of the warning, the supervisory employee shall suspend the employee by means of WPA Form 418. Where such a suspension is effected, it shall be the responsibility of the Division of Employment to terminate the employee if it is determined that his failure to maintain active registration is inexcusable.

—Deferred Registration.

An exception to this regulation may be authorized by the State Work Projects Administrator in these localities where the Assistant Commissioner in charge of the Division of Employment has approved arrangements for deferred registration of certified persons (see pages 3.2.018-3.2.019) because of the inability of the State Employment Service to provide convenient service for registration and the maintenance of active registrations, provided that the continued employment of a certified employee in such cases shall be conditional upon his registering or renewing his registration within a reasonable time in view of the circumstances and thereafter maintaining his registration currently active.

—Four-Week Check.

The supervisory employee in charge of each project also shall be responsible for requiring all certified project wage employees on the project to present their SES identification cards at least once each 4-week fiscal period to show that they are maintaining their registrations on an active basis. Such checks may be made more frequently in order to insure registration on an active basis.

—Means of Maintenance.

Wherever possible each employee shall maintain his registration by reporting in person to the local employment service office at least once each month. However, where local offices are inaccessible to employees in certain localities, satisfactory arrangements may be made so that the worker can renew his registration by mail. In no case will maintenance of registration by use of lists or by collection of cards and their subsequent transmittal to local employment service offices by project supervisory employees be considered satisfactory.

Conditions of Eligibility as Conditions for Continued Employment

Conditions of Eligibility as Conditions of Employment.

In addition to the conditions of employment prescribed in this chapter, the requisites of eligibility for employment set forth on pages 3.2.001-3.2.014 also constitute conditions of employment with respect to employees; i.e., the continued eligibility of each employee is conditional upon continuous qualification under such requisites of eligibility as (1) need; (2) citizenship; (3) prohibition of employment of persons advocating overthrow of the Government by force or violence, Communists, and members of Nazi Bund organizations; (4) employability; (5) acceptance of offers of private or other public employment; (6) prohibition against employment of persons in employ of project sponsors; and (7) prohibition against employment in supervisory capacity of persons engaged in certain political activities.

(Detailed instructions relating to political activities on the part of WPA employees and the manner in which such activities may effect their continued employment are set forth on page 1.5.075.)

Chapter 7

LABOR RELATIONS

Labor Relations.

The Division of Employment and the operating divisions are directly responsible for the maintenance of satisfactory working relationships with employees. The Division of Employment is responsible for handling contacts between employees or their representatives and the Administration with respect to the problems of such employees as WPA workers.

—Responsibilities of Division of Employment.

Also, the division is responsible for the development and application of appropriate labor relations policies and for advising the WPA official in charge at each level of organization with respect to such problems.

— —Development of Labor Policy.

Also, the division is responsible for interpreting labor policies of the Work Projects Administration not only to labor organizations, but to the operating divisions and WPA employees as well. The division acts in a liaison capacity between labor groups and the Administration and is responsible for presenting on various organizational levels the viewpoints of labor groups and employees to administrative officials in their consideration of policies and problems affecting such groups or individual WPA employees.

— —Interpretation of Labor Policy.

The division is responsible for the maintenance of uniform policies concerning such matters as rights of employees; relations with the operating divisions and workers in the handling of investigations, warnings, suspensions, and complaints; and for a fair and consistent application of such policies.

— —Maintenance of Uniform Policies.

The division is responsible for the development of appropriate grievance procedures in the various localities within the framework of established policies for handling grievances.

A complete file of current regulations published by the Work Projects Administration shall be maintained in each administrative field office, and information contained therein regarding employment policies and practices that may be pertinent to the interest or jurisdiction of employees shall be made available to employees for examination upon request.

—Availability of Regulations.

Employees' Right To Organize

Employees' Right To Organize.

Employees have the right to join labor organizations and to select representatives of their own choice for the purpose of adjusting grievances with the Work Projects Administration, and shall not be required to limit their choice of representatives to persons employed on projects. Employees shall not be interfered with or subjected to discipline because of participation in the normal activities of a labor organization, except in the event that such activities are carried on during project working hours or in such way as to interfere with project operations.

—No Written Agreements Between WPA and Labor Organizations.

No labor organization is recognized by the Work Projects Administration as the sole representative of employees; however, any labor organization may present grievances in behalf of its own members. The Work Projects Administration does not and shall not enter into written agreements with any labor organization.

—Investigation and Discrimination Prohibited.

The services of the Division of Investigation of the Work Projects Administration shall not be requested to investigate project employees in their labor affiliations or other legitimate organization activities. The use of espionage, "black lists," or other lists which may serve to discriminate against individual persons or groups is also prohibited.

No phrase such as "agitator," or any other expression which may be construed as referring to organizational activity, may be used on a project employee's record or any document pertaining to his employment. If an employee engages in organizational activities contrary to regulations, the records should contain a clear statement of the nature of the violation.

Organizational Activities of Project Supervisory Employees

Organizational Activities of Project Supervisory Employees.

It shall be the responsibility of supervisory employees on projects to maintain fair and equitable labor relations with the employees under their supervision.

Supervisory employees have the right to become members or to retain membership in any labor organization; however, while employed in such supervisory capacity they shall not engage in labor organizational activities involving nonsupervisory project wage employees.

—Instructions From Labor Organization Officials Prohibited.

Supervisory employees may not receive instructions relative to project operations from the officials of any labor organization nor enter into agreements with such labor officials regarding matters pertaining to project operations or their relations with project employees under their supervision. Such matters shall be referred by the supervisory employees to their immediate superiors or to the proper officer of the Division of Employment.

This regulation is applicable to all employees performing supervisory duties, whether they are compensated as project supervisory or project wage employees.

Discrimination

Discrimination. Persons who are eligible for employment shall not be discriminated against because of membership or nonmembership or activity in a labor organization, or for any other reason whatsoever, nor shall their jobs be in jeopardy because of failure to make a contribution to collections of money for any purpose. No person employed by or seeking employment with the Work Projects Administration shall be denied such employment opportunity because he is or is not a member or officer of any labor organization, league, or council, or an association of the unemployed, or because of any petition or complaint he may have filed.

Fingerprinting of Employees

Fingerprinting of Employees.

Fingerprinting of persons in connection with their employment on projects shall not be done except with the specific and prior approval of the central office. When such approval is requested by a State Administration, complete supporting information shall accompany the request submitted to the Assistant Commissioner in charge of the Division of Employment. A copy of the request shall be submitted to the Regional Director by the State Administration, and the Regional Director shall forward his recommendations to the Assistant Commissioner.

—Projects on Army or Navy Reservations.

This provision shall not apply to the fingerprinting of persons assigned to projects located on Army and Navy reservations where it is a practice of the sponsor to fingerprint all employees. However, any employee rejected as a result of fingerprinting practices by authorities or who refuses to submit to be fingerprinted shall not be denied consideration for employment on other WPA projects.

—Photographing of Employees.

The policy set forth above shall also apply to those instances in which photographing of persons is contemplated in connection with their employment.

Protection of Employees Under Severe Weather Conditions

Protection From Weather.

Special precautions shall be taken during periods of severe weather to protect employees from unnecessary exposure and to prevent accidents. Work shall not be undertaken under conditions which are likely to impair the health of the employees, which may reduce the effectiveness of reasonable safety precautions, or which may seriously impair the effectiveness of work to be done.

Judgment and experience, coupled with consideration of local practices, should be relied upon in determining when work should be suspended because of weather conditions. Decisions with regard to these matters shall be made by the responsible operating division.

Responsibilities of Project Employees

Responsibilities of Employees.

Upon accepting assignment to a project, each project wage employee is responsible for performing the work assigned to him to the best of his ability. He is expected to report for work promptly on each day he is scheduled to work, except for justifiable reasons as outlined elsewhere, to carry out all orders of superiors which are in line of duty and which do not expose him to unwarranted danger, and to perform efficiently the tasks assigned. Any project wage employee refusing to carry out orders is subject to suspension. However, he then has the right to protest and appeal to the Division of Employment any orders which may seem unfair or unjust to him.

—Tools and Equipment.

Each project wage employee is responsible for the proper care of the tools, equipment, materials, etc., with which he is entrusted for use or custody. The value of such property which is lost, damaged, or destroyed through his negligence or carelessness may be deducted from his wages. Continued or wilful disregard of this responsibility will result in the termination of his employment.

—Safety.

All project wage employees have the right to expect that sound safety standards and practices will govern the operation of WPA projects. Where employees are careless or indifferent to safe practices, an employee has the right to request and expect the project supervisor to take remedial action. Each employee shall be responsible for the conduct of his duties in a safe manner and shall be disciplined for any wilful continuation of unsafe practices on his part. Project employees shall promptly report to the proper project official all accidents in which they are involved while in the line of duty, regardless of whether or not anyone was injured or of the nature or severity of the injuries sustained.

Maintenance of Discipline and Order on Projects

Maintenance of Discipline.

—Responsibility of Project Supervisor.

—Responsibility of Peace Officers.

The maintenance of discipline on projects and the proper performance of duties in an efficient and orderly manner by project employees are responsibilities of the project supervisor. The responsibilities of the project supervisor for the maintenance of order on the project shall not be construed, however, as authorizing him to perform any functions which are normal responsibilities of peace officers of the State or local government. In the event of interference with the normal operations of a project, or attempts to force a stoppage of operations, the maintenance of order is the responsibility of appropriate law-enforcement officers of the Federal, State, or local government. Funds of the Work Projects Administration shall not be used for the employment of armed guards in order to continue the operation of a project.

—Issuance of Orders by Project Supervisor.

Supervisory employees shall not establish arbitrary rules of a petty nature governing the conduct of employees on a project. Project supervisory employees may issue orders which are necessary for the effective operation of the project, but such orders must be consistent with WPA rules and regulations and sound labor-relations practices and must be directly related to the necessities of project operation. They shall not impose on project employees restrictions having no relation to the objectives of project operation.

Collection of Private Debts

Collection of Private Debts. —Project Wage Employees.

Project Wage Employees.—The Work Projects Administration shall not act as agent for or take any part, directly or indirectly, in the collection of private debts contracted by project wage employees. In accordance with Federal statutes, assignments of wages or salaries made by any employees are null and void; also, in accordance with a well-established principle of law, wages of employees may not be subject to attachment, garnishment, or like process. The wages or salaries due employees shall be paid to them in full notwithstanding the existence of assignments or judgments, except where employees are indebted to the Federal Government as a result of overpayments, subsistence in work camps, etc.

— —Notice To Be Posted.

In order that the policy of this Administration regarding the payment of debts by project wage employees may be known to employees and others, the following notice shall be reproduced in each State and posted on the bulletin board at the site of each project:

NOTICE TO ALL WPA PROJECT EMPLOYEES

The Work Projects Administration was established for the purpose of giving employment to persons in need, in order that they might be able to maintain themselves and their families.

Project wage employees who establish credit with local merchants on the basis of employment with the Work Projects Administration have a definite responsibility as substantial citizens to meet their obligations. While it is not the responsibility of the Work Projects Administration to take disciplinary action in cases of nonpayment of debts, project wage employees are expected to accept the responsibility of their own obligations and govern themselves in a creditable manner. Abuse of credit privileges extended by merchants will bring unjust criticism on their fellow employees and the Work Projects Administration.

— —Requests From Private Sources for Information.

Replies to inquiries from private sources concerning earnings, addresses, or other data relating to individual project workers shall be kept to a minimum compatible with the amount of work involved in furnishing the replies. If, in the judgment of WPA officials, the volume of such correspondence is excessive, or the clerical work required to furnish the desired information places an undue burden on local administrative officials, the information need not be furnished.

—Project Supervisory Employees.

Project Supervisory Employees.—The Work Projects Administration shall not act as an agent or take any direct part in the collection of private debts contracted by project supervisory employees. However, such employees are expected to pay their just obligations. Where a creditor presents evidence that a project supervisory employee has continually evaded the payment of an obligation, the Employment Division shall discuss the creditor's claim with the employee. If the employee habitually contracts just obligations and evades payment thereof, such circumstances may be considered sufficient ground for disciplinary action.

Warnings and Suspensions of Project Wage Employees

Disciplinary Action for Project Wage Employees.

Project wage employees who shirk their duties or otherwise violate WPA regulations shall be subject to disciplinary action as outlined below. Project wage employees shall not be reduced in classification or otherwise demoted as a disciplinary measure.

—Warnings.

Warning.—*Notice of Warning or Suspension*, WPA Form 418, shall be used for this purpose. This form shall be prepared in an original and two copies on the project and signed by the project supervisor and the employee. If the employee refuses to acknowledge the receipt of warning notice, the signature of a witness shall be secured. The employee shall not be subject to disciplinary action because of refusal to sign a warning notice. The original shall be delivered to the employee, the first copy forwarded to the Division of Employment, and the second copy shall be retained on the project. When the form is issued as a warning, it is not necessary that it be approved by the Division of Employment; however, a copy shall be filed in the employment records of the employee concerned and shall become a part of his work record.

A warning is to be issued only after efforts have failed to induce the employee to perform his duties in accordance with regulations and when it is necessary to warn him that a suspension will follow unless improvement is shown. It shall be the responsibility of the supervisor issuing the warning to inform the employee of his right to appeal to the Division of Employment. If the employee feels that the warning is unjustified, he may make such appeal in an effort to clear his work record.

—Suspensions and Discharges.

Suspensions and Discharges.—In the event that the issuance of a warning notice as outlined in the above paragraphs of this section fails to induce the employee to perform his work in accordance with the regulations, or when the gravity of the offense warrants more than a warning, the project supervisor may prepare *Notice of Warning or Suspension*, WPA Form 418, in an original and two copies, suspending the employee for a period of 3 days or less. In this case, the project supervisor shall submit the original copy of the form to the Division of Employment, one copy to the suspended employee, and one copy to the project timekeeper for his information and filing, and advise the employee of the time to report back to work. If the suspension is for a period of 3 days or less, the Division of Employment will not review the action taken by the supervisor unless the suspension is protested or appealed by the employee.

— —Suspensions of More Than 3 Days.

In cases warranting more than a 3-day suspension, the project supervisor shall prepare *Notice of Warning or Suspension*, WPA Form 418, and suspend the employee indefinitely, pending notice from the Division of Employment of the disciplinary action taken. In such cases WPA Form 418 shall be prepared in an original and two copies, setting forth in detail the circumstances necessitating the suspension. The original shall be forwarded to the Division of Employment, the first copy given to the employee, and the second copy given to the timekeeper for the project files. In order to avoid any question as to whether the project supervisor will be sustained or overruled, he shall not make any statement to the employee as to what action will be taken in his case. However, the project supervisor shall inform the employee in presenting to him his copy of WPA Form 418, that he is being suspended and that he cannot work on the project again until notified by the Division of Employment. If the project supervisor cannot contact the employee to give him his copy of the WPA Form 418, he shall forward both copies to the Division of Employment with a statement as to why it was not delivered. The Division of Employment shall then be responsible for notifying the project employee.

— — —Action by Division of Employment.

The Division of Employment, upon the basis of information contained on WPA Form 418 and other information available, and after consultation with the appropriate operating division where possible, shall render a decision as to the disciplinary action to be taken in each case where employees have been suspended indefinitely. The Division of Employment may, if deemed advisable, cause an investigation to be made of the circumstances attending the suspension before rendering a decision. If the employee feels that the statement made by the supervisor on WPA Form 418 is unjust, he may present supporting evidence to the Division of Employment. The Division of Employment, after consideration of all information available, if the issuance of the indefinite suspension is found to be justified, may suspend the employee for a period of not more than one 4-week fiscal period, depending upon the nature of the circumstances; or the employee may be discharged.

— — —Use of WPA Forms 402 and 403.

When a period of suspension is decided upon by the Division of Employment, *Notice of Termination of Employment*, WPA Form 403, shall be issued. A person so suspended shall be returned to employment at the end of the suspension period by means of *Notice To Report to Work on Project*, WPA Form 402, issued at the same time as WPA Form 403 effectuating the suspension. If it is determined that WPA Form 418 was issued in error or the action taken by the supervisor was not warranted, the employee shall be credited with allowable time, within the limitation set forth on page 3.6.004, for the time lost because of such action and shall be notified to return to work immediately.

— —Cancellation of Certification.

The certification of disciplined employees shall not be canceled except for gross misconduct or where continuous efforts to adjust the employee to the program have failed.

—Project Supervisory Employees.

WPA Form 418 may be used for project supervisory employees, in which case a copy of the form shall be sent to the Division of Employment for filing with the employee's record. However, the Division of Employment shall take no disciplinary action unless specific authority to do so is delegated to the Division by the State Administrator.

WPA Form 418
Revised 12-20-41

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

NOTICE OF WARNING OR SUSPENSION

Date _____ 191__

Name _____ Ident. No. _____

Address _____ Working as _____

On project No. _____ Located at _____

has been Warned / Suspended for 3 days or less / Suspended indefinitely

effective at _____ M. _____ 191__ because of

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

(Signature of employee or witness) (Project supervisor or foreman)

The signature of the employee or a witness does not indicate that he agrees with the supervisor. If the employee feels that the above statement is unjust he may protest or appeal to the Division of Employment at _____

(THIS SIDE TO BE USED BY THE DIVISION OF EMPLOYMENT ONLY)

Action taken on the case described on the reverse side was _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Date _____ _____

(Division of Employment Official)

_____

(Title)

(This form printed in Washington)

Presentation and Adjustment of Grievances

Adjustment of Grievances. Grievances arising on a project should, whenever possible, be adjusted at the time they occur or at a time convenient to the complainant and the project supervisor; it being understood that the employee bearing the grievance has the right to be represented by any person or organization he may choose. Supervisory and administrative officials of the Work Projects Administration shall make every effort to avoid unnecessary delay and to expedite the adjustment of grievances.

—Cases to Which Applicable. The procedure outlined herein shall be available to employees who receive written warnings on *Notice of Warning or Suspension*, WPA Form 418, or who are suspended or terminated for cause, and who feel that the action taken is not justified. In any case where the termination of an employee for alleged cause is found upon review to have been unjustified, the employee shall be entitled to immediate reinstatement.

It shall be the duty of all officials of the Work Projects Administration who are authorized to adjust grievances to inform complainants or their representatives how grievances may be appealed for review if they are not satisfied with the decisions rendered. In no case shall the employee's security in project employment be placed in jeopardy because of such an appeal.

—Procedure To Be Followed. All grievances (with the exception of those which arise simultaneously on more than one project and which need not be governed by the provisions set forth in item 1 below) will be adjusted in accordance with the following procedure:

1. The complainant or his representative shall submit the grievance to the supervisory employee on the project site. Failing a mutually satisfactory adjustment on the project, the grievance may be submitted to the WPA official in charge of labor relations for the locality. In the event, however, that the grievance is presented for the complainant by a representative not employed on the project, it may be advisable that such grievance be presented in the first instance to the official in charge of labor relations for the locality.
2. On the presentation or the appeal of a grievance from the project, the WPA official in charge of labor relations for the locality shall review the grievance and attempt an adjustment.
3. Failing a mutually satisfactory adjustment, the grievance may be submitted to the State Division of Employment, where the final review and decision of the State Administration shall be made. The decision of the State Administrator or a properly designated officer in the Division of Employment shall be made to the complainant or his representative in writing.
4. If the decision of the State Administration is not satisfactory, the grievance may be appealed to the Assistant Commissioner in charge of the Division of Employment.

—Appeal for Review. No appeal will be accepted for review by the Assistant Commissioner until a final decision has been rendered by the State Administration as set forth in item 3 above.

Upon receipt of an appeal, the Assistant Commissioner may request the State Administrator to forward to the central office a copy of the final decision in the State on the appeal, together with pertinent supporting documents and whatever additional information may be necessary in reaching a decision.

In the event that the Assistant Commissioner deems it expedient in reaching a decision, he may obtain or request additional information, or if necessary he may hold hearings and avail himself of the services of the Regional Division of Employment or of other personnel necessary to secure the pertinent facts.

— —Additional Information.

The responsibility for efficient and satisfactory project operation rests entirely with the State Administration, and the Assistant Commissioner will not accept for review appeals from project supervisory employees and noncertified employees except where substantial evidence of discrimination is presented, in which case the procedure outlined above shall be followed.

— —Limitation.

Investigation of Labor Complaints

Labor Complaints.

—Responsibility of Division of Employment.

It is a responsibility of the Division of Employment to review the complaint of any person employed or seeking employment on a project who may have a grievance relating to wages, hours of work, working conditions, alleged discrimination, or other matters pertaining to project employment.

The Division of Employment shall have the authority to make any investigation necessary for the purpose of reviewing such complaints. However, every effort should be made to effect the satisfactory adjustment of grievances without resorting to investigation.

—Determination of Validity.

Before accepting a complaint for investigation it should be determined whether the complaint is valid within the limitations of existing regulations and whether it can be adjusted without resort to investigation.

—Additional Information.

In the event that the initial presentation of the complaint is made by letter, the Division of Employment may find it necessary to request additional information from the complainant before accepting the complaint for review and subsequent investigation.

—Investigation.

— —Factors To Be Considered.

Following are some of the pertinent elements to be considered in the course of making an investigation:

1. Contact should be made with the complainant to determine the nature and validity of his grievance and, if the complaint is one that merits investigation, to secure from him any pertinent information or documents in support of his grievance. The complainant shall be permitted to furnish the names of persons who may be witnesses to the allegations made by him. Such persons should be interviewed, provided the official making the investigation has reason to believe that the testimony of such persons may disclose information essential in making his decision.
2. The official making the investigation should also interview persons other than those named by the complainant, including administrative and supervisory employees who may be involved in the complaint or complained against. It is not advisable to interview administrative or supervisory employees in the presence of the complainant or his representative.
3. Interviews should be conducted at places and times reasonably convenient to the persons involved. If interviews are conducted on the project site, care should be taken to interfere as little as possible with project operations.
4. The person authorized to make the investigation should review any pertinent records or documents in the files of the Work Projects Administration or elsewhere. It is advisable to review such records before any interviews are conducted. However, as a result of the interviews the existence of additional pertinent records may be disclosed.
5. It is imperative that the official making the investigation confine his questioning of any witnesses to the issues pertinent to the complaint, and that his inquiries be free from bias and as thorough as the circumstances warrant.
6. Complaints should not be referred for review or investigation to administrative or supervisory employees against whom the allegations have been lodged. Complaints shall not be referred for reinvestigation to the officials who conducted the original review or investigation.
7. Ordinarily it is not required that statements or documents submitted by the complainant or witnesses be notarized.

8. At the close of the investigation it may be deemed advisable to reinterview the complainant regarding points which the investigation has brought out.

9. At the close of the investigation a summary report covering the findings should be made in writing. This summary should adequately identify all persons, places, events, and documents referred to. The report should also contain the recommendations of the official making the investigation.

10. A copy of the report showing the action to be taken shall be submitted to the director of the operating division under whose supervision the claimant was employed.

Hearings on Labor Complaints

Hearings on Labor Complaints.

When in the opinion of the person authorized for making a decision in a labor complaint it is found that the information necessary for reaching a decision cannot be obtained satisfactorily or effectively by the usual method of investigation, it may be deemed advisable to hold a hearing. The hearing also may be used for securing pertinent data on certain controversial cases previously investigated, if in the opinion of the responsible official further recourse to other means would not be advisable.

—Elements Necessary to Fair and Effective Hearing.

The following elements are basic to a fair and effective hearing:

1. The complainant should be given due notice of the time, place, and purpose of the hearing sufficiently in advance to allow him reasonable time to prepare his case. Similar notice also shall be given witnesses, including officials whose presence at the hearing is considered necessary.
2. A record should be kept, including all previously accumulated documents to which should be added the report of the hearing. While the report should contain all the pertinent information disclosed at the hearing, it is not always necessary that a stenographic transcript be made.
3. Any decision arrived at should be based solely on the evidence introduced at the hearing, or other evidence referred to at the hearing which may be available for later inspection by the complainant.
4. The complainant should be given reasonable opportunity to present or discuss any oral or written testimony presented, to present other testimony, to question witnesses, and to submit evidence in rebuttal of testimony introduced in denial of his claim.
5. Decisions should be rendered as expeditiously as practicable following the hearing, and the complainant should be advised in writing of the decision.
6. The complainant has the right at all times to be represented by such representatives or organization as he may choose. However, it is not necessary for him to engage counsel.

—Method for Conducting Hearing.

Concerning the methods employed for conducting a hearing, the following suggestions are offered:

1. The conduct of a hearing should be informal without sacrificing dignity and effectiveness. The proceedings should be conducted in a simple and direct manner.
2. Rules of evidence governing judicial procedure need not be resorted to, and legal terminology should be avoided.
3. A hearing should be held as far as practicable at a time and place reasonably convenient to the complainant.
4. It is not advisable to designate an official to conduct a hearing if he has previously rendered a decision on the complaint.
5. The presiding official should conduct himself in a manner that is manifestly fair. His attitude should clearly indicate that his primary purpose is to secure the facts and that he is not permitting himself to be moved by any preconceptions he may have regarding the issues involved.
6. On opening a hearing, the presiding official shall state for the record (a) the purpose of the hearing, (b) the name and identity of the complainant, (c) the nature of the grievance, (d) the regulations allegedly

violated and the points at issue, and (e) the rules of procedure governing the hearing.

7. The presiding official shall be the judge of the pertinency of the evidence submitted, and he shall determine whether questions and discussions are relative to the issue involved.

8. The presiding official should so manage the hearing that testimony presented will be pertinent, brief, and complete. Witnesses should be directed to keep to the issues and should not be permitted to introduce irrelevant information.

9. The presiding official shall secure for the record the names, addresses, and other information essential for the proper identification of witnesses, documents mentioned, or situations referred to during the hearing.

10. The presiding official may direct to witnesses such questions as may be necessary to disclose the information pertinent to the issue.

11. The presiding official should make a statement for the record, either verbally during the hearing or at its close, concerning the points on which there is apparent agreement and the points on which there is apparent disagreement.

12. The record or transcript of the hearing should be made available for review to the complainant or his representative upon request, but it is not advisable to furnish the complainant with a copy of the record or transcript.

Charges of Making False Statements in Execution of CITIZENSHIP AND ALLEGIANCE AFFIDAVIT, WPA Form 610

Charges of Making False Statements on WPA Form 610.

Instructions are set forth below regarding the procedure to be followed by State Work Projects Administrators upon receipt of a charge or information alleging the making of a false statement in the execution of *Citizenship and Allegiance Affidavit*, WPA Form 610, by an employee or applicant for employment, on the ground that such person is a Communist, member of a Nazi Bund organization, or advocates or holds membership in any organization that advocates the overthrow of the Government of the United States by force or violence.

—Communists.

Communists.—Upon receipt of a charge or information alleging that an employee or applicant for employment is a Communist, the State Work Projects Administrator or his authorized representative shall assemble all the evidence immediately available. No investigations are to be made by the State Administration, with the exception that where the following public records exist, they shall be checked:

— —Public Records To Be Checked.

1. Records of registered Communist voters.
2. Communist nominating petitions.
3. Lists of Communist candidates or Communist Presidential electors.

— —Notification of Person Charged.

Where there is evidence that the person involved is a Communist or has engaged in Communist activities subsequent to the execution of the affidavit on WPA Form 610, he shall be advised of the charge and of the evidence against him (but the source shall not be divulged to him except in the case of evidence obtained from public records), and he shall be given reasonable opportunity to make a statement and submit information in answer thereto.

— —Cases of Clear Proof.

Where the State Administrator has clear and convincing proof that a false statement has been made in the execution of WPA Form 610, the person shall be declared ineligible for WPA employment. If an employee, he shall be dismissed immediately and any unpaid wages shall be withheld. The reason to be stated on WPA Form 403 for the dismissal shall be "Violation of regulations regarding execution of *Citizenship and Allegiance Affidavit*, WPA Form 610." If a certified person, his certification shall be canceled.

— —Cases Where Proof Is Not Clear.

Where the State Administrator determines that the proof is not clear and convincing, no action shall be taken pending a review of the case by the central office, except that where a person is not currently assigned, the State Administrator may, if in his judgment the evidence at hand so warrants, take appropriate steps to preclude his assignment pending advice from the central office.

— —Submission of Record to Assistant Commissioner.

Where an individual is declared ineligible for WPA employment on the ground that he is a Communist or where the proof is not clear and convincing, a complete record of the case shall be submitted to the Assistant Commissioner in charge of the Division of Employment. The record submitted shall include the following:

1. The original and two copies of the charge or complaint.
2. The original and two copies of the evidence considered, including any statement and information which may have been submitted by the person in question. Where the evidence consists of public records, the originals of which are not available for submission, a statement of the contents of such records shall be submitted.
3. Three photostatic copies of the affidavit on WPA Form 610.
4. Three copies of the person's work history on WPA Form 450, or application for employment on WPA Form 251.

5. A statement in triplicate of the determination made by the State Administrator and the action taken.

—Nazi Bund Members.

Member of Nazi Bund Organization or Person Who Advocates or Holds Membership in Any Organization That Advocates the Overthrow of the Government of the United States by Force or Violence.—Whenever a charge or information is received alleging that an employee or applicant for employment is a member of a Nazi Bund organization or advocates or holds membership in any organization that advocates the overthrow of the Government of the United States by force or violence, the State Administrator shall promptly refer the case, without any preliminary investigation, to the Assistant Commissioner in charge of the Division of Employment. The State Administrator shall submit the following material in such cases:

— —Referral of Case to Assistant Commissioner.

1. The original and two copies of the charge.
2. The original and two copies of any evidence the State Administration may have received.
3. Three photostatic copies of the affidavit on WPA Form 610.
4. Three copies of the person's work history on WPA Form 450 or application for employment on WPA Form 251.

No action shall be taken by the State Administration pending review of the case by the central office, except that in the case of a person not currently assigned, the State Administrator may, if in his judgment the evidence at hand so warrants, take appropriate steps to preclude his assignment pending advice from the central office.

—Aliens.

Aliens.—It shall be the responsibility of the State Work Projects Administration to investigate all charges and information alleging that an employee or an applicant for employment is an alien. Where the State Administrator is unable to determine whether a person is an alien, assistance shall be requested of the nearest local office of the Immigration and Naturalization Service of the Department of Justice. If, following such action, the State Administrator is still unable to determine whether a person is an alien, a statement of the facts should be forwarded to the Assistant Commissioner in charge of the Division of Employment for a decision.

— —Assistance of Immigration and Naturalization Service.

— —Cases of Clear Proof.

When the State Administrator has clear and convincing proof that the person concerned is an alien, or when so advised by the Immigration and Naturalization Service, the person shall be declared ineligible for WPA employment. If he is an employee, he shall be dismissed immediately and any unpaid wages shall be withheld. The reason stated on WPA Form 403 for the dismissal shall be "Alien." If he is a certified person, his certification shall be canceled.

— —Submission of Record to Assistant Commissioner.

Where, in the judgment of the State Administration, there is evidence that a person who is ineligible for WPA employment for the reason that he is an alien, has made a false statement with intent to defraud, a complete record of the evidence shall be submitted to the Assistant Commissioner in charge of the Division of Employment.

—WPA Form 608.

The procedure as outlined above also shall be followed by State Administrations upon receipt of a charge or information alleging the making of a false statement in the execution of affidavits on WPA Form 608 by an employee or applicant for employment.

Revised Mar. 23, 1942

Chapter 8

FILING

The instructions set forth in this chapter are mandatory and no deviations shall be made, nor shall any additional files be maintained except with the prior approval of the Assistant Commissioner in charge of the Division of Employment upon the recommendation of the regional office.

Case Folders

Preparation.

Case Folders. —Preparation.

1. *Certified Cases.*—One file folder shall be prepared for each case certified by the Work Projects Administration and the folder tab shall show the following information:

   (a) Priority member.

   (b) Case name where different from the priority member.

   (c) County or other geographical subdivision.

   (d) Identification number and/or case number as desired.

   A dummy-file folder shall be prepared for the case head as a cross reference in cases in which the surname of the priority person is not the same as the case head.

2. *Noncertified Cases.*—A file folder shall be prepared for each noncertified person who is qualified and available for employment or who is employed on a WPA-financed project. The folders of such cases may be distinguished from the folders of certified cases by use of a different color folder tab, which shall show the following information: Name, county or other geographical subdivision, and identification number.

Contents.

—Contents.

1. The folder for each certified case shall contain the following:

   (a) All assignment and termination documents arranged in chronological order.

   (b) All certification records, including WPA Forms in the 600 series and all other records received through the Intake and Certification Section.

   (c) All labor-relations and classification material, such as WPA Forms 418 and 450, and records of occupational interviews and correspondence pertaining to these matters.

   (d) All general correspondence arranged in chronological order.

   (e) WPA Forms 451 and 453 when case is canceled or unavailable.

(f) All other material pertaining to the person.

2. The folder for each noncertified person shall contain the following:

(a) All assignment and termination documents arranged in chronological order.

(b) WPA Forms 607, 610, and 251 and all correspondence pertaining to work record and qualifications of person.

(c) WPA Form 451 when the person is unavailable.

(d) All other material pertaining to the person.

—Maintenance. Maintenance.—The file shall be maintained in the District Division of Employment.

The folders in the file shall be arranged alphabetically by civil subdivision where practicable. If such an arrangement is not deemed desirable, the folders may be arranged alphabetically by WPA districts. A symbol may be used to identify cases canceled in order that retirement of records for microfilming may be expedited.

Review Control File

Method of Controlling Review of Need.

Each State Work Projects Administrator shall arrange for a workable method of controlling the review of need. This may be accomplished by one of the three following methods:

1. By establishing and maintaining a file made up of a control card for each certified project employee. This card will indicate the scheduled review date and the results of the review. From this file a manual selection of the cases to be reviewed can be made.
2. By indicating the scheduled review date in the upper right corner of WPA Form 451 in order that a manual selection of the cases to be reviewed can be made.
3. By a system of tabbing the WPA Forms 451 to indicate the scheduled date of review in order that a manual selection of cases to be reviewed can be made.

Plan 3 is regarded as preferable. However, the method to be used in each State shall be subject to approval by the regional office.

Occupational Classification Card Filing

Classification Card, WPA Form 451. —Use.

Purpose.—The file of *Classification Card*, WPA Forms 451, shall be used by the District Divisions of Employment to maintain a record of the occupational classification and assignment status of all persons certified as in need and eligible for employment on projects, all noncertified persons currently employed on projects, and all noncertified persons qualified and available for employment in supervisory positions. All assignments and reassignments of persons to work on projects and reports pertaining to persons "awaiting assignment" shall be made from these records.

—Description.

Description of Cards.—*Classification Card*, WPA Form 451, is provided in four colors: white, blue, salmon, and buff. The former three are used as a master card, and the fourth as a reference card, as follows:

White card	Certified male persons
Blue card	Certified female persons
Salmon card	All noncertified persons
Buff card	Alternate occupation reference card

Because the master card can be selected in the Electrofile machine by one occupational code only, it is necessary that a buff card be prepared for each alternate occupation having a separate code number. Usually, not more than one buff card will be required.

In certain cases more than one buff card may be prepared for (1) a person who is unusually well qualified for an additional alternate occupation, (2) a person who is qualified for a project wage supervisory position, such as Foreman, Timekeeper, or Supervising Clerk.

In addition to being used as an index to employed noncertified persons, the salmon card shall be used for reference to project supervisory and special nonsupervisory occupations in which either certified or noncertified persons may be qualified and available for employment.

The alternate occupations listed on the master card shall indicate the existence of the reference cards.

—Preparation. — —Source of Data.

Preparation of WPA Form 451.—The data for the preparation of *Classification Card*, WPA Form 451, may be obtained from WPA Form 605; WPA Form 450; the records of the employment office designated by the Bureau of Employment Security; personal interviews; written statements of previous experience, training, and education; physical condition; practical tests; and from performance reports from project supervisors.

It is expected that the appropriate items to be entered on WPA Form 451 will be designated by the classification officer on the reverse side of *Work History*, WPA Form 450. All decisions as to a person's occupational qualifications are to be made by the authorized classification representative of the Division of Employment. It is believed that when the reverse side of WPA Form 450 is properly completed by the classification officer, the typist or clerk responsible for preparing WPA Form 451 will not need to refer to any other document. However, if it is considered desirable the typist may obtain from the 600 series forms the information relating to need, and identification, social security, and case numbers.

— —Columnar.

The clerk shall prepare each WPA Form 451 according to the following instructions pertaining to each captioned space on the form.

Identification Number.—Enter here the person's identification number.

Work Qualified for WPA.—List here the types of work required on WPA projects for which the person may be qualified. List first the person's "primary" occupation; i.e., the one

Iden. No. 0 1 2 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9

1.

2.

Code | Name and address | Zone or township | County

Work qualified for on WPA | Case No. | Race | Prev. empl'd by W.P.A. Yes No

Need | Vet. | Height | Weight | Date of birth | S. S. No. | Date of affidavit

1. Usual occupation—pri. empl. | Industry

Secondary occupation | Industry

2. Education | Speak | Read | Write | English

Grades completed: 1 2 3 4 5 6 7 8 9 10 11 12

College completed: 1 2 3 4 Degree:

Other:

Majors: special courses, etc.:

3. Special skills, training, hobbies, or other special assignment factors

4. Machines and equipment operated: tools owned; licenses

5. Physical condition

6.

Federal Works Agency—Classification card WPA Form 451

(Front)

7. Comments concerning WPA experience, supervisors evaluation, etc.

8.

Form No. | Date | Project No. | Classification or comments

(This form printed in Washington)

(Back)

in which he is considered best qualified. List as No. 2, 3, etc., any alternate "work qualified for" occupations. List below the space captioned "Need—Date of Birth" the special nonsupervisory and supervisory wage occupations. List the proper Electrofile code in the box to the right-hand side of the occupation.

Need.—Indicate here by "A" or "B" whether the worker is in the A or B category of relative need. Leave blank if the person is noncertified.

Veteran.—Insert a "V" for all persons who are entitled to veteran's preference; otherwise leave blank.

Height.—Indicate height in feet and inches.

Weight.—Indicate approximate weight in pounds.

Date of Birth.—Insert the month, the day, and the year of birth, using numerical symbols; for example, "7-27-13."

Name and Address.—Insert first name, middle name or initial, and then last name. For example, list as "John Appleton Jones," or if person has no middle initial, list as "John (none) Jones."

Record the person's mailing address in pencil. In rural areas furnish such additional information as is necessary to locate the person's residence easily.

Zone or Township.—Insert here the number used for coding which represents the appropriate zone, town or township, or other geographical or civil subdivision designating the person's residence for assignment purposes.

County.—State here the county of the person's residence, even if this already has been listed under address.

Case No.—Insert the case number unless the person is currently noncertified.

Race.—Indicate race by a symbol: W—White, N—Negro, or, if other, specify.

Sex.—Since the color of the buff card does not indicate the sex of the individual, record this in the narrow space below the name and address box.

Previously Employed by WPA.—If there is no record of the person's previous employment by the Work Projects Administration, mark "no." After the person has received his first assignment and has reported for work, the "yes" should be marked.

S. S. Number.—Enter the person's social security number.

Date of Affidavit.—Insert the date on which *Citizenship and Allegiance Affidavit*, WPA Form 610, was executed. Record the date by numerical symbols, as "7-1-40." Also record in this space the date on which *Oath of Allegiance*, WPA Form 607, was executed by inserting the phrase "Oath (date)." If desired, the existence of an affidavit on WPA Form 610 may be indicated by use of a symbol.

Cross Reference to WPA Form 453.—Enter below lower line of the address space the term "453" followed by the section and occupation under which the *Defense Industries Registry Card*, WPA Form 453, is filed. Do not type this entry. However, if this item is already entered on the case-folder tab, it is not necessary to enter it on WPA Form 451.

Usual and Secondary Occupations—Private Employment.—For persons without previous employment experience, insert "none" in this space.

Education.—Check whether the person can speak, read, and write English. Insert the name of any other language which the person can speak, read, and write, and check under the appropriate headings the person's ability in such language.

Under "Grades Completed," there are 12 numbers for the years from the first grade of elementary school to the last grade of high school. Circle the appropriate number.

Under "College Completed," likewise circle the appropriate number.

If the person has had postgraduate work, insert after the word "degree" the number of actual years of postgraduate work.

After the word "Degree," put in the initial of the degree. For instance, "BA" for Bachelor of Arts, "MA" for Master of Arts, "MS" for Master of Science, etc.

Under "Other," specify the type of school. For instance, "Business school," "Educational school," or "Vocational school"; list the number of years completed and indicate whether the person received a certificate or degree to show successful completion of the training. For instance, it might read as follows:

Other: 2 years secretarial school. Received certificate.

3 years vocational school for machinist. Received degree.

Under "Majors: Special courses, etc.," indicate the special field of educational training the person has received. This is particularly important for persons who have had vocational or other types of training related to the kind of work they are qualified to do.

Special Skills, Training, Hobbies, or Other Special Assignment Factors.—Insert here any information relating to specific skills the person may have, his training, hobbies, or his membership in a particular union which has performance requirements as a prerequisite for membership, and membership in which is indicative of his occupational qualifications. Include in this box any information pertinent to the person's occupational qualifications not listed elsewhere.

Machines and Equipment Operated: Tools Owned: Licenses.—For mechanics, indicate here whether the person possesses the tools needed in his trade which are customarily furnished by the mechanic. Indicate all machines or equipment the person can operate, including office, construction, road, or factory machines. In the list of the licenses, include only licenses which are currently in effect. Do not include expired licenses.

Physical Condition.—Insert here information relating to the person's physical condition. Indicate for all persons who possess occupational qualifications in the manual occupational group whether or not such persons are physically able to perform hard manual labor. In the case of persons who possess physical handicaps or physical disabilities, indicate whether there are any special instructions to be considered in assignment. For instance, persons with a tendency toward vertigo or dizziness should not be assigned to any work requiring them to mount scaffolds, ect. As an example, in the case of a carpenter who is subject to dizzy spells, under physical condition there should be a statement as follows: "Subject to dizzy spells, cannot be assigned to scaffold or high places."

Box (6).—This box is to be left blank until further instructions.

Entries on the reverse side of WPA Form 451 shall be made in accordance with the following instructions: ———Reverse Side.

Comments Concerning WPA Experience, Supervisors Evaluation, etc.—Insert here such information as is relevant concerning the person's performance on WPA projects. For instance, it may be desirable to indicate that his foreman thinks him an exceptionally good worker with excellent work habits, or it may be desirable to indicate that the person has difficulty in working with other people or that he is inclined to be talkative and interrupts persons with whom his work brings him in contact. It may be that this person works well when alone. Such information may be obtained from *Occupational Qualifications Report*, WPA Form 452.

Form No.; Date; Project No.; Classification or Comments.—This part of the form is to be used for any posting of assignment or certification documents that may be considered necessary. In the column "Form No.," give the number of the form which is being posted, the date, and in the case of WPA Forms 402 and 403, indicate the project involved. Under "Classification or comments," when posting a WPA Form 402, state the occupation at which the person is assigned; when posting a WPA Form 403, indicate the reason for termination. When posting forms in the 600 series, the box under "Project No." is to be left blank and the space under "Classification or comments" may be used for such comments as are deemed necessary.

No space is to be used on this form except as provided for above without prior approval of the central office. Request for permission to deviate from the instructions set forth above for the preparation of the WPA Form 451 or from the filing procedure described herein shall be submitted by the State Administrator to the Assistant Commissioner in charge of the Division of Employment, for his approval prior to putting such changes in effect. A request in the form of a letter addressed to the Assistant Commissioner in charge of the Division of Employment shall be used for this purpose. The request shall contain complete justification of the proposed changes. A copy of each request shall be submitted to the regional office at the time the original is submitted to the central office in order that a recommendation may be made to the Assistant Commissioner in charge of the Division of Employment.

Indexing and Embossing of Cards.—"Coding" a card is defined as the process of identifying certain information on the card by use of combinations of letters or numbers. "Indexing" is defined as the process of cutting the coded tabs from the bottom of the card or a notch from the top of the card. —Indexing and Embossing.

Embossing Cards.—The top margin of each *Classification Card*, WPA Form 451, shall be embossed, the purpose of which is to offset the added thickness of the metal strips on the bottom of each card. In order to distribute the — —Embossing.

effects of the embossing, the crimps shall be alternated in different positions across the top of the cards.

— —Indexing County Code Numbers.

Indexing County Code Numbers.—The figures across the top of WPA Form 451 are provided for coding the county in which the person resides. Each county in the State shall be given a number, starting with number (1) for the first county in an alphabetical list of all counties in the State and numbering each county consecutively. The figures across the top of the card are divided into three groups. The figures (0), (1), and (2) in the first group are for coding the hundreds digit of the county number, the second group for the tens digit, and the third group for the units digit. Each card shall be indexed by cutting a semicircular notch in the top of the card in the appropriate space designating the number of the county in which the person resides. In coding the counties in this manner there will be three notches on every card in States where there are 100 or more counties, and two notches in every card in States with less than 100 counties. This indexing will reduce the possibility of misfiling a card under the wrong county; that is, if a card is filed in the wrong county the notch will not correspond, signifying a misfiled card.

— —Indexing for Electrofile Codes.

Indexing Bottom of Card for Electrofile Codes.—The tabs across the bottom of the card are for the indexing of the various coded items in order that they may be selected with the electrofile machine. The items which may be indexed on the bottom of a card are the identification number, occupational title, need status, veteran's status, and geographical zone or township of laborers. The geographical zone or township may be indexed on the bottom of the card for laborers only. By the use of the indexing on the bottom of the card it will not be necessary to file the cards in any particular sequence behind each guide card; that is, the cards need not be filed either alphabetically or numerically.

— —Identification Number.

Identification Number.—The keys on the right side of a keyboard of a selecting machine are for the purpose of indexing and selecting cards by identification number. The last three digits of the identification number shall be coded.

— —Need Status.

Need Status.—Keys A and B are for the purpose of indexing the relative need category of the person.

— —Veterans' Status.

Veteran's Status.—Key V is for the purpose of indexing veterans' status.

— —Occupational Classification.

Occupational Classification.—The keys on the left side of the keyboard, except A, B, and V, are for the purpose of indexing the occupation or the occupational group for which the person is best qualified to perform. Space is provided for coding 199 occupations. However, for practical purposes 150 different occupational codes are adequate for the purpose of the Work Projects Administration. Therefore, the first 50 numbers in the occupational code have been designated for laborers (unskilled). Each WPA Form 451 for laborers shall be coded by one of the numbers between 1 and 50, depending upon the geographical zone or township in which he lives. Each county and large city shall be divided into numbered zones or townships, provided that the number of zones or townships in any one county shall not exceed 50. The zone number in which the laborer lives will be his occupational code number. The geographical zone or township may not be indexed on the bottom of a card for any occupational title other than laborer (unskilled), although such zones are to be designated on the card and should be considered in selecting persons for assignment. There follows at the end of this section a list of occupational titles and groups of titles used on projects, numbered in accordance with the code number that shall be used in coding occupational titles.

File Arrangement. —Arrangement of Files.

Location of Files.—A separate file shall be established and maintained for each county or, where warranted, a smaller political subdivision thereof, and located in the district office of the district in which the county is located. This file should be located as close to the family reference folder file as possible. The Defense Industries Employment Register shall be maintained in conjunction with this file. — —Location.

File Sections.—Each county classification card file shall contain the following sections: — —Sections.

1. *Awaiting Assignment.*

   (a) Project wage persons
   (b) Supervisory and special nonsupervisory persons

2. *Incomplete Assignment.*—This section of the file is optional. Where it is not considered necessary to maintain the "Incomplete Assignment" section of the classification card file, the WPA Form 451 for those persons who have been assigned but whose completed WPA Forms 402 have not returned from the field may be filed in the "Employed" section of the file, behind the appropriate project index, at the time the assignment document is issued.

3. *Employed—Available for Reassignment.*

4. *Employed.*

Functions of File Sections. — — —Functions.

1. *Awaiting Assignment.*—This section shall be divided into two divisions. The first division shall contain the white, blue, and buff WPA Forms 451 of all certified persons who are unassigned and available for immediate assignment. The second division shall contain the salmon cards of all certified or noncertified persons who are qualified and available for employment in supervisory or special nonsupervisory positions. In counties where either subsection contains a large number of cards they may be filed in sections according to geographical zones or townships, in sections according to manual and nonmanual occupations, or in sections according to sex. Whichever system appears to be the most appropriate from a working standpoint for a particular county should be used.

2. *Incomplete Assignment.*—This section if maintained shall contain the white, blue, and buff WPA Forms 451 for all certified persons who have been assigned to projects but whose WPA Forms 402 have not been returned from the field.

3. *Employed—Available for Reassignment.*—This section shall be maintained by projects and shall contain all cards representing occupations other than the one at which the employee is assigned.

4. *Employed.*—This section shall be maintained by projects and shall contain all cards which represent the occupation at which an employee is assigned. The "Employed" section shall also contain the salmon cards of persons assigned as noncertified employees. Any other cards for such persons shall be filed in the folder for the duration of such assignments.

5. *Unavailable.*—The cards for unavailable persons shall be filed in the family reference folders until such time as the case again becomes available.

—Maintenance of File.

Maintenance of File.

— —Source of Data.

Source of Data for Maintenance.—The classification card file shall be kept current through the information furnished by the WPA forms received by the Division of Employment. It is important that each time a card is shifted in the classification card file from one section to another, information shall be placed in the family reference folder to indicate location of the card. Such information ordinarily will consist of WPA Form 402, 403, or 605.

Changes Made Upon Receipt of Forms.—The specific way in which each of the various forms will affect the classification card file is indicated below:

— — —WPA Form 605.

WPA Form 605.—This form, when approved, indicates that the person is certified for WPA employment and authorizes preparation of WPA Form 451. All cards of available certified persons shall be filed in the awaiting-assignment section of the classification card file.

— — —WPA Form 450.

WPA Form 450.—This form provides a record of the work history, training, and experience of certified persons and provides a basis for completion of the occupational classification data on WPA Form 451.

This form authorizes preparation of salmon classification cards for (1) persons qualified and available for supervisory and special nonsupervisory occupations and (2) noncertified persons employed in project wage positions.

— — —WPA Form 452.

WPA Form 452.—Occupational information from supervisors regarding employees assigned under their supervision will be transmitted by means of this form. Where the information indicates a necessity for revising the WPA Form 451, necessary action should be taken.

— — —WPA Form 601.

WPA Form 601.—Where WPA Form 601 is used to record changes which affect the data recorded on WPA Form 451 or to change the file position, the classification card shall be changed accordingly.

— — —WPA Form 602.

WPA Form 602.—Upon receipt of *Notice of Cancellation of Certification of Eligibility*, WPA Form 602, the WPA Form 451 shall be withdrawn from the classification card file and placed in the family reference folder file. If the person is assigned, WPA Form 403 shall be issued at the time the WPA Form 451 is removed.

— — —WPA Form 401.

WPA Form 401.—Upon receipt of a WPA Form 401 which has been checked and approved for processing, WPA Forms 451 shall be selected for assignment or termination according to the terms of the requisition and the application of preferences and policies prescribed in assignment regulations. Upon approval of the assignment officer, the cards shall be routed to the typist for preparation of the required WPA Form 402 or 403, and thence for filing in the proper sections of the card file if assigned or available, or in the family reference folder if unavailable or canceled.

— — —WPA Form 402.

WPA Form 402.—When WPA Forms 402 have been prepared for those persons selected for assignment, the WPA Forms 451 shall be placed in the proper section of the classification card file.

If a WPA Form 402 returned from the field indicates that a person failed to report or refused assignment, his WPA Form 451 shall be removed from the card file and placed in the family reference folder. If the person was rejected, his WPA Form 451 shall be transferred to the awaiting-assignment section of the file.

At the time the WPA Form 402 is issued, the card representing the classification at which the person is assigned shall be posted. Also, if this card is other than the master card, the master card shall be posted.

The cards representing the occupation at which the person is assigned shall be filed in the "Employed" section of the card file, behind the proper project index guide card.

The cards representing occupations other than the one at which the person is assigned shall be filed in the "Employed—Available for Reassignment" section of the card file, behind the appropriate guide.

At the time a WPA Form 402 is issued transferring a person from one WPA project to another, the master card shall be posted, indicating the new WPA project number and the effective date of the transfer, and shall be filed in the appropriate location of the file.

— — —WPA Form 403.

WPA Form 403.—At the time WPA Form 403 is issued to separate an employee from project employment, the master card shall be posted, indicating the reason and the effective date of the release, and shall be placed in awaiting-assignment section of the card file if available, or in the family reference folder if unavailable or if certification is canceled, depending upon the circumstances involved in the issuance of the WPA Form 403.

— — —WPA Form 453.

WPA Form 453.—At the time classification cards bearing the posting "453" are transferred from available to unavailable status or vice versa, the file location of WPA Form 453 shall be changed according to procedure prescribed for operation of the Defense Industries Register.

Grouping for Code Purposes

Unskilled "A" and "B" Wage Class

Code No.	Occupation
1-50	Laborer
51	Teamster
	Forester's Aide
	Exterminator
	Woodcutter
	Deck Hand
52	Watchman
	Recreation Attendant
53	Helper (nonconstruction)
54	Packer
	Canner
	Laundry Worker
55	Maid
	Trainee
	Housekeeping Aide
56	Nursery Helper
	Nursery-School Attendant
57	Charwoman
	Janitor
58	Book Cleaner
	Junior Book Repairer
59	Elevator Operator
	Usher
	Messenger
60	Junior Clerk
	Junior Typist
	Junior Library Clerk
61	Seamstress
62	Seamstress (domestic electric and factory-type power machine)
63	Cloth Cutter (hand)
	Garment Presser (hand iron)
	Assembler

Intermediate Wage Class

75	Senior Clerk
76	Foreman, Grade C
77	Junior Timekeeper
78	Accounting Clerk
	Stock Clerk
	Senior Library Clerk
79	Senior Typist
	Stenographer
80	Office-Machine Operator
	Telephone Operator
81	Research Checker
	Research Field Worker
82	Assistant Teacher (Adult Education)
	Assistant Teacher (Nursery-School Education)
	Junior Recreation Leader
83	Assistant Teacher (Household Worker's Training)
83	Field Worker (Housekeeping Aide Projects)
84	Attendant (Health Service)
	Barber
	Beautician
85	Junior Engineering Recorder
	Rodman-Chainman
	Tracer
	Braille Transcriber
88	Baker
	Butcher
	Cook
87	Shoe Repairer
	Senior Book Repairer
	Handicraft Worker
88	Artist's Model
	Head Usher
	Archaeological Excavator
	Gardener
89	Seamstress (high speed single-needle or special type power machine)
	Sample Garment Maker
90	Garment Presser (machine)
	Garment Inspector
	Cloth Marker
91	Driver
92	Laborer (tunnel and trench)
	Pipe Layer
93	Air-Compressor Operator
	Jack-Hammer Operator
94	Bulldozer Operator (under 45 H.P.)
	Tractor Operator (under 45 H.P.)
95	Ditching-Machine Operator
	Grader Operator
96	Concrete-Mixer Operator (under 5 bags)
	Crusher Operator (under 400 tons)
97	Rig-Drill Operator
	Pump Operator
	Core-Drill Operator
	Jet Man
	Motorboat Operator
98	Dinkey Brakeman
	Dinkey Operator
	Fireman
	Oiler
99	Automotive Mechanic's Helper
	Machinist's Helper
100	Sewing-Machine Repairman
	Electrician's Helper
101	Acetylene Cutter
	Blacksmith's Helper
	Tool Repairman
	Sheet-Metal Worker's Helper
102	Boiler Maker's Helper
	Plumber's Helper
	Steam Fitter's Helper
	Asbestos Worker's Helper

Intermediate Wage Class—Continued

Code No.	Occupation
103	Asphalt Worker Kettle Man Roofer's Helper
104	Cement Finisher's Helper Cement-Gun Operator Concrete-Finishing-Machine Operator
105	Hod Carrier Mortar Maker
106	Riprapper Stonemason's Helper Stone Dresser
107	Marble Setter's Helper Terazzo Layer's Helper Tile Setter's Helper
108	Paver Curbsetter
109	Carpenter's Helper Form Setter
110	Shorer (trench and tunnel) Timberman Sawyer
111	Powder Monkey Wrecker
120	Scout Trapper Tree Trimmer

Skilled Wage Class

Code No.	Occupation
125	Foreman, Grade B
126	Timekeeper
127	Junior Accountant Secretary Abstractor
128	Clerk (supervising) Cost and Material Clerk Storekeeper
129	Photographer Sign Writer Motion-Picture Operator
130	Assistant Stage Manager Costumer Stage Technician
131	Assistant Teacher (Adult Education) Assistant Teacher (Nursery-School Education) Teacher (Adult Education) Teacher (Nursery-School Education)
132	Copyreader Braille Proofreader Reporter
133	Cloth Cutter (power machine) Designer (garment) Pattern Maker (garment)
134	Draftsman Engineering Recorder Instrument Man Light Keeper
135	Equipment Inspector Material Inspector Project Safety Inspector
136	Graduate Nurse Junior Physical Scientist Laboratory Assistant
137	Junior Social Scientist Library Assistant Research Assistant
138	Artist (Grade 2) Musician
139	Music Copyist Music Librarian Music Teacher Piano Tuner
140	Recreation Leader Steward
141	Tree Surgeon Taxidermist
142	Asbestos Worker Blaster
143	Automotive Mechanic Sewing-Machine Repairman (factory-type)
144	Machinist
145	Rigger Tower Builder (triangulation) Steeple Jack
146	Carpenter
147	Bratticeman Cabinet Maker Dock Builder
148	Linoleum Layer Upholsterer Floor Sander
149	Paving-Machine Operator Roller Operator
150	Elevator-Grader Operator Motor-Patrol Operator
151	Bulldozer Operator (45 H.P. and over) Tractor Operator (45 H.P. and over) Carryall-Scraper Operator Skip-Loader Operator
152	Cement Finisher
153	Concrete-Mixer Operator (5 bags and over) Crusher Operator (400 tons and over)
154	Crane Operator Hoisting Engineer Power-Shovel Operator
155	Dredge Operator Piledriver Operator Diver
156	Electrician Lineman
157	Painter

Skilled Wage Class—Continued

Code No.	Occupation
158	Plasterer
	Glazier
	Paper Hanger
	Lather
159	Bricklayer
	Stonemason
160	Marble Setter
	Stone Cutter
	Terazzo Layer
	Tile Setter
161	Plumber
	Steamfitter
162	Blacksmith
	Boiler Maker
	Sheet-Metal Worker
163	Reinforcing Steel Worker
	Structural Iron Worker
164	Welder (electric)
	Welder (acetylene)
165	Roofer (composition)
	Roofer (slate or tile)
	Waterproofer
166	Well Driller
	Sand Blaster
175	Truck Driver (3½ tons and over)
	Bituminous-Distributor Operator

Professional and Technical Wage Class

Code No.	Occupation
181	Accountant
	Senior Timekeeper
182	Advance Agent
	Box-Office Manager
	House Manager
	Senior Stage Technician
	Stage Director
	Stage Manager
183	Architect
	Architect (landscape)
	Draftsman (supervising)
184	Chief of Party
	Engineer
	Geodetic Computer
185	Editor
	Writer
	Translator
186	Foreman, Grade A
187	Music Arranger
	Music Director
	Senior Music Copyist
	Senior Music Librarian
	Senior Music Teacher
	Senior Musician
188	Pharmacist
	Physical Scientist
	Physician
	Registered Nurse
	Dentist
189	Lawyer
	Librarian
	Research Editor
	Social Scientist
	Teacher (Adult Education)
	Teacher (Household Workers' Training)
	Teacher (Nursery-School Education)
	Senior Recreation Leader or Recreation Director
191	Artist (Grade 1)
	Puppetteer
	Nutritionist
	Archaeologist

Revised Apr. 24, 1942

Intermediate Wage Class—Continued

Code No.	Occupation
103	Asphalt Worker Kettle Man Roofer's Helper
104	Cement Finisher's Helper Cement-Gun Operator Concrete-Finishing-Machine Operator
105	Hod Carrier Mortar Maker
106	Riprapper Stonemason's Helper Stone Dresser
107	Marble Setter's Helper Terazzo Layer's Helper Tile Setter's Helper
108	Paver Curbsetter
109	Carpenter's Helper Form Setter
110	Shorer (trench and tunnel) Timberman Sawyer
111	Powder Monkey Wrecker
120	Scout Trapper Tree Trimmer

Skilled Wage Class

Code No.	Occupation
125	Foreman, Grade 8
128	Timekeeper
127	Junior Accountant Secretary Abstractor
128	Clerk (supervising) Cost and Material Clerk Storekeeper
129	Photographer Sign Writer Motion-Picture Operator
130	Assistant Stage Manager Costumer Stage Technician
131	Assistant Teacher (Adult Education) Assistant Teacher (Nursery-School Education) Teacher (Adult Education) Teacher (Nursery-School Education)
132	Copyreader Braille Proofreader Reporter
133	Cloth Cutter (power machine) Designer (garment) Pattern Maker (garment)
134	Draftsman Engineering Recorder Instrument Man Light Keeper
135	Equipment Inspector Material Inspector Project Safety Inspector
136	Graduate Nurse Junior Physical Scientist Laboratory Assistant
137	Junior Social Scientist Library Assistant Research Assistant
138	Artist (Grade 2) Musician
139	Music Copyist Music Librarian Music Teacher Piano Tuner
140	Recreation Leader Steward
141	Tree Surgeon Taxidermist
142	Asbestos Worker Blaster
143	Automotive Mechanic Sewing-Machine Repairman (factory-type)
144	Machinist
145	Rigger Tower Builder (triangulation) Steeple Jack
146	Carpenter
147	Bratticeman Cabinet Maker Dock Builder
148	Linoleum Layer Upholsterer Floor Sander
149	Paving-Machine Operator Roller Operator
150	Elevator-Grader Operator Motor-Patrol Operator
151	Bulldozer Operator (45 H.P. and over) Tractor Operator (45 H.P. and over) Carryall-Scraper Operator Skip-Loader Operator
152	Cement Finisher
153	Concrete-Mixer Operator (5 bags and over) Crusher Operator (400 tons and over)
154	Crane Operator Hoisting Engineer Power-Shovel Operator
155	Dredge Operator Piledriver Operator Diver
156	Electrician Lineman
157	Painter

Skilled Wage Class—Continued

Code No.	Occupation
158	Plasterer
	Glazier
	Paper Hanger
	Lather
159	Bricklayer
	Stonemason
160	Marble Setter
	Stone Cutter
	Terazzo Layer
	Tile Setter
161	Plumber
	Steamfitter
162	Blacksmith
	Boiler Maker
	Sheet-Metal Worker
163	Reinforcing Steel Worker
	Structural Iron Worker
164	Welder (electric)
	Welder (acetylene)
165	Roofer (composition)
	Roofer (slate or tile)
	Waterproofer
168	Well Driller
	Sand Blaster
175	Truck Driver (3½ tons and over)
	Bituminous-Distributor Operator
181	Accountant
	Senior Timekeeper
182	Advance Agent
	Box-Office Manager
	House Manager
	Senior Stage Technician
	Stage Director
	Stage Manager
183	Architect
	Architect (landscape)
	Draftsman (supervising)
184	Chief of Party
	Engineer
	Geodetic Computer
185	Editor
	Writer
	Translator
188	Foreman, Grade A
187	Music Arranger
	Music Director
	Senior Music Copyist
	Senior Music Librarian
	Senior Music Teacher
	Senior Musician
188	Pharmacist
	Physical Scientist
	Physician
	Registered Nurse
	Dentist
189	Lawyer
	Librarian
	Research Editor
	Social Scientist
	Teacher (Adult Education)
	Teacher (Household Workers' Training)
	Teacher (Nursery-School Education)
	Senior Recreation Leader or Recreation Director
191	Artist (Grade 1)
	Puppetteer
	Nutritionist
	Archaeologist

National Defense Industries Employment Register

Defense Industries Employment Register.
—WPA Form 453.
— —Use.

Preparation of DEFENSE INDUSTRIES REGISTRY CARD, WPA Form 453.—WPA Form 453 shall be prepared and maintained in the National Defense Industries Employment Register for each of those employees on projects and certified persons awaiting assignment (1) who possess the necessary qualifications for employment in occupations designated as important for national defense purposes or (2) who possess the necessary aptitudes and abilities for training in occupations important for national defense purposes.

— —Types.

WPA Forms 453 are provided in three colors; namely, white, blue, and salmon. White cards shall be used for males and blue cards for females. The salmon card shall be prepared in addition to a white or blue card where a person is qualified for employment in more than one of the designated occupations, or where a person is qualified for employment at a designated occupation and also for training. The white or blue card shall serve as the master card and all postings shall be made to such master card.

Where it is necessary to prepare a salmon card to reflect alternate qualifications, a cross reference shall be made on the master white or blue card to

Ident. No.

Name and address:

S. S. No.

Marital status	No. dep.	Race

Vet.	Height	Weight	Date of birth

Physical condition—special factors:

Education:
Grades completed: 1 2 3 4 5 6 7 8 9 10 11 12
College completed: 1 2 3 4 Degree:
Other:

Majors, special courses, etc.:

Federal Works Agency
WPA Form 453
Defense Industries Registry Card

Occupation	Industry	Yrs. exp.	Remarks
(1) Usual:			
(2) Secondary:			
(3) Other:			

Special skills, machines operated, licenses, etc.:

Comments:

(This form printed in Washington) *(Front)*

(This side to be prepared only for persons deemed suitable for training)

Recommend for training as:

Vocational training or apprenticeship as _____ _____ years, _____ months.
Special WPA experience as _____ _____ years, _____ months.

Hobbies, special training, or skill which indicates capacity for training:

Machines operated, licenses, etc.:

Supervisor's comments:

REFERRALS TO TRAINING COURSE OR PRIVATE INDUSTRY

Date	School or firm	Address	Occupation	Wage	Comments

(This form printed in Washington) (Back)

indicate the existence of the alternate card. This shall be done by inserting the symbol "x-ref" in conjunction with the entry on the master card of the alternate qualifications. Salmon cards should reflect the same information as appears on the master card.

— —Preparation.

The face of WPA Form 453 shall be completed for each person selected for inclusion in the National Defense Industries Employment Register. The reverse side of the form shall be completed only for those persons selected as candidates for training courses. Practically all the information required for the initial preparation of WPA Form 453 should be available on WPA Form 450 as completed by the classification officer. Entries on the face of WPA Form 453 shall be made in accordance with the following instructions:

— — —Face Side.

Identification Number.—Enter the person's identification number.

Name and Address.—Enter the person's name and address. The address shall be the person's mailing address.

Social Security Number.—Enter the person's social security number.

Marital Status.—Enter "M" for "married," "S" for "single," "W" for "widow" or "widower," "D" for "divorced," and "Sep" for "separated."

Number of Dependents.—Enter total number of persons dependent upon the person for support, not including himself.

Race.—Enter "W" for "white," and "N" for "Negro." If other, specify.

Veteran Status.—Enter "V" to indicate veteran's preference. *For nonveteran leave blank.*

Height.—Enter height in feet and inches.

Weight.—Enter weight in pounds.

Date of Birth.—Enter the date in numerals, e.g., "7-4-14."

Physical Condition—Special Factors.—The entry shall give an indication of the person's physical condition. If there are any factors to be considered in connection with the person's eyesight, hearing, full use of limbs, etc., such factors shall be noted. Any condition which might make it difficult for the person to remain standing for condiderable periods of time should be noted.

Education.—Circle the figure representing the number of years of schooling completed by the person. Enter the degree received, if any, and note any correspondence or extension courses taken or vocational training received. Also note the major and any special courses studied.

Occupation, Industry, etc.—Designate the person's usual, secondary, and any other occupations and the type of industry in which he worked at such occupation(s) in accordance with usual and/or secondary occupations appearing on WPA Form 451. In every instance the type of industry shall be designated specifically in order that the person's occupational qualifications may be reflected clearly. Any experience gained on WPA projects which might qualify the person for employment or for training at an occupation required for defense purposes shall be considered, and WPA employment may be shown as the "industry" in which qualifications or experience were demonstrated. It shall be borne in mind that it is not essential that the person's usual occupation shall justify his inclusion in the Defense Industries Employment Register. If his secondary occupation reveals qualifications for employment at one of the occupations designated as important for national defense, or reveals that he may be qualified for training at one or more of such occupations, this finding is sufficient to justify inclusion of the person in the register.

In the space provided to show "Years experience," show length of employment at the occupation concerned in years and fractions thereof; e.g., "2-5/12" for 2 years, 5 months. In the apace provided for "Remarks," enter any information which will be of value to the officer making selections from the register. Particular attention shall be given to noting in this space the period during which the person worked at the occupation in question, especially where more than 5 years have elapsed since the person worked at the occupation.

Special Skills, etc.—Enter any special skills of the person, type(s) of machines he is qualified to operate, licenses which he may hold, and other pertinent information of this nature.

Comments.—This space shall be used by the person preparing the form to enter any information pertinent to the purposes of the register.

Entries on the reverse side of WPA Form 453 shall be made as follows:

— — —Reverse Side.

Recommended for Training as.—Enter the findings as to the occupation(s) for which the person appears to possess necessary aptitudes and abilities for training. If it appears that the person possesses a skill not immediately usable in defense industries but that he could, with some retraining, be of use in such industries, this fact shall be stated. Similarly, if the person has a definite record of employment indicating that a short training period in the nature of "refresher employment" would qualify him, this fact shall be noted.

Vocational Training or Apprenticeship.—Show any training in vocational schools or shop schools, or any partial or complete training as an apprentice in a recognized trade.

Special WPA Experience.—Enter any special relevant experience which the person may have had during the course of employment on WPA projects.

Hobbies, Special Training, etc.—Enter any information regarding special training or avocationa which indicate interest or reveal training of a type indicating the person's aptitudes and abilities. Hobbies such as amateur radio operation, typing, playing musical instruments, building model aircraft, and others requiring manual dexterity may be indicative of aptitudes and abilities.

Machines Operated, etc.—The entries in this space shall be transcribed from the entries in the space identically entitled on the face of the form, so that complete information as to training possibilities will be reflected on the reverse side of the form.

Supervisor's Comments.—Enter the substance of comments regarding the person's aptitudes, abilities, attitude, adaptability, etc., which have been secured from supervisory employees of WPA projects on which the person may have been employed.

Referrals, etc.—This block shall be used to record assignments of the person to training courses and also to record referrals of the person to private or public employment. The space provided for "Comments" shall be used to record information regarding the person's

progress in a training course and to note completion of such a course. Upon referral of the person to private or public employment, the acceptance or rejection of the person shall be noted in this space.

As it is not necessary for the State Work Projects Administrations to report on *Report of Trainee Employment*, WPA Form 454, job information regarding trainees which has been furnished the State Administration by local public employment offices and vocational schools, the symbol "E.S." shall be recorded on WPA Form 453 in connection with such data to indicate that the local public employment office has the information and that it is not to be reported on WPA Form 454. When job information is transcribed from WPA Form 453 to a report on WPA Form 454, the symbol "E.S." also shall be used to indicate on WPA Form 453 that the information has properly been furnished to the local employment office.

—Maintenance of Register.

Maintenance of Register.—The Defense Industries Employment Register shall be maintained in five major divisions for the purpose of filing the records prepared on *Defense Industries Registry Card*, WPA Form 453. The major divisions of the register shall be as follows:

— —Divisions of Register.

1. Those persons who currently possess qualifications for employment in occupations designated as required by defense industries. In placing cards in this section of the file, consideration should be given to the fact that when greater opportunities for employment exist there is a corresponding broadening of the qualifications required by industry. Cards for persons who have completed training shall be distinguished by the use of an appropriate signal.
2. Those persons who are considered suitable for training either by work experience or aptitude.
3. Those persons who have been assigned to training courses. Upon satisfactory conclusion of the training course, the cards shall be transferred to the division of the register including those qualified for referral to industry.
4. Those persons who at or prior to or subsequent to the completion of a training course obtain private or other public employment.
5. Those persons who have been assigned to a training course and who for any reason become unavailable, and those persons who have been assigned to a training course and who for any reason have been released from the training course who are not qualified for divisions 1, 2, and 4.

For statistical purposes distinguishing signals may be placed on the master card to show status of the person.

— —Filing of Cards.

Within divisions 1, 2, and 3 the cards shall be filed by the designated occupations and alphabetically by name within each occupation. Where there is a larger number of persons grouped in one occupation it may be desirable to make a further breakdown within that occupation.

Within divisions 2, 4, and 5 the cards shall be filed alphabetically by name.

— —Persons Qualified for More Than One Occupation.

In cases where a person is qualified for employment at more than one of the occupations designated as required by defense industries, or where a person has aptitudes and abilities indicating he is suitable for training in any one of several of such occupations, the separate salmon cards prepared for the person for each of the occupations involved shall be filed separately in the Defense Industries Employment Register and cross referenced.

— —Changes of Status of Persons.

Transfers of WPA Forms 451 from the available file to the unavailable file or vice versa shall be reflected in the Defense Industries Employment Register. When the certification of a person who has been assigned and completed a training course is canceled, the WPA Form(s) 453 shall be placed in division 5 unless the available information indicates that he has secured private or other public employment, in which case the card shall be filed in division 4.

— —Persons Who Have Completed Training Course.

Upon satisfactory completion of a training course, each trainee should be required to present himself at the appropriate office of the State Employment Service so that skills gained or regained through training may be reflected in the records of that agency. Arrangements should be made with the local office of the State Employment Service to furnish the trainee with a card which will evidence the fact that he has visited the Employment Service subsequent to his training and which will show any changes which have been made in his occupational classification by the Employment Service as a result of this visit.

If a new classification has been assigned the trainee, either as a fully qualified or partly qualified applicant, the information should be transferred to both WPA Form 451 and WPA Form 453.

Instructions as to State Employment Service Offices' operating policies and procedures relative to the registration of such applicants are included in File 13:D:5638 from the Bureau of Employment Security of the Social Security Board.

Upon satisfactory completion of a training course, the trainee will be given a record card by the vocational school he has attended. This card is known as Form 114 of the United States Office of Education. On the reverse side of the card appears the signature of the trainee, the occupation for which training was given, and his vocational training record. This includes the various units of training and the number of hours of training received in each unit.

Following his reregistration at the appropriate office of the State Employment Service, each trainee should be reinterviewed and a transcript made of his vocational training record on WPA Form 453. This transcript can be made in the column headed "Comments" on the obverse of the card.

The WPA Form 453 shall then be transferred to the division of the register maintained for persons qualified for employment in occupations required for national defense purposes. It will probably be found advisable to place the cards of these partially trained persons immediately following the cards of those persons who are fully trained and qualified in each occupation.

Any information as to additional classifications which may have been assigned or any changes which have been made in the original classification of persons who have attended a training course shall be reflected on the *Classification Card*, WPA Form 451. If the trainee did not satisfactorily complete the training course to which he was assigned, this fact should be indicated on the reverse side of WPA Form 453 in the column headed "Comments." The master card shall then be transferred to division 5 of the Defense Industries Employment Register, and any salmon card reflecting the occupation in which he was being trained shall be destroyed.

A person with latent skills who has completed a "refresher course" on a vocational training project normally shall be considered fully qualified for employment at the occupation in question and shall be included in the Defense Industries Employment Register unless the State Employment Service has determined that such person is only partly qualified.

Upon satisfactory completion of a training course, information shall be obtained from the United States Employment Service as to any changes made in original classifications or additional classifications which may have been assigned, and the master card shall be changed to reflect the new occupational data. If the person did not satisfactorily complete the training course,

indicate this fact on the reverse side of the master card under "Remarks" and destroy any salmon card reflecting the occupation in which he was being trained.

—Recording Employment Data on WPA Form 453.

Recording of Trainee Employment Data on WPA Form 453.—Care should be taken in making entries in the section of *Defense Industries Registry Card,* WPA Form 453, entitled "Referrals to Training Course or Private Industry" to record information regarding the private or public employment other than WPA employment of WPA trainees. Such information shall be recorded on WPA Form 453 promptly upon its becoming available and in the detail necessary to permit using such record for the preparation of *Report of Trainee Employment,* WPA Form 454.

In recording such information on WPA Form 453, an entry shall be made in the space provided for "Comments" indicating whether the job the person has obtained utilizes the skills in which he received training on the training project. The data posted in this section of WPA Form 453 also shall reflect whether the job obtained is a "temporary" or "regular" job. A job shall be classified as "regular" if the employer expects it will last more than 1 month. A job shall be classified as "temporary" if the employer expects it will last only 1 month or less. The symbols "T" and "R" shall be recorded with the occupational title in the space provided for "Occupation" to indicate temporary and regular jobs. Temporary jobs shall not be reported on WPA Form 454. If it is not known whether the job is temporary or regular, enter "N. A." (not ascertainable) in connection with the occupational entry.

— —Information Furnished by Employment Office or Vocational School.

As it is not necessary for the State Work Projects Administration to report on WPA Form 454 job information regarding trainees which has been furnished the State Administration by local public employment offices and vocational schools, the symbol "E. S." shall be recorded on WPA Form 453 in connection with such data to indicate that the local public employment office has the data and that it is not to be reported on WPA Form 454. When job information is transcribed from WPA Form 453 to a report on WPA Form 454, the symbol "E. S." also shall be used to indicate on WPA Form 453 that the information has properly been furnished to the local public employment office. The recording of such information on WPA Form 454 should be effected at the same time the information is posted to WPA Form 453.

Appendix A

LIST OF CROSS-REFERENCE CITATIONS

1-1	Operating Procedure No. E-9, Appendix A
1-2	Operating Procedure No. E-9, Appendix B
3-1	Operating Procedure No. E-9, Appendix A
3-2	Operating Procedure No. E-9, Appendix B
4-1	Operating Procedure No. E-9, Appendix A
4-2	Operating Procedure No. E-9, Appendix B